



FOODPRINTS COMMUNICATIONS INTERN & CLASSROOM ASSISTANT

Updated August 2021

WHO WE ARE: FRESHFARM is a non-profit that promotes sustainable agriculture and improves food access and equity in the Mid-Atlantic Region. FoodPrints is FRESHFARM's food education program that aims to make positive changes in what children and their families eat by giving them hands-on experiences with growing, harvesting, cooking and eating nutritious, fresh, local foods in season. We currently operate in 15 D.C. Public Elementary Schools in Wards 1, 2, 4, 5, 6, 7, and 8.

WHAT YOU'LL DO: The FoodPrints Communications Intern is embedded in FoodPrints' programming across a variety of our partner schools. They will have two main roles: 1) to assist classes at an assigned school to get a deeper sense of the FoodPrints program, and 2) travel to various FoodPrints schools to generate content for FoodPrints social media and blogs. This position may also be asked to participate in training and periodic check-ins, conducted by FoodPrints' Service Learning Manager, and will report to the FoodPrints Communications & Curriculum Manager.

Classroom Assistant Responsibilities

- Support Lead FoodPrints Teacher at assigned school to implement FoodPrints programming, including preparing lessons and set up/clean up
- Assist with FoodPrints classes in outdoor gardens and support classes in indoor classrooms
**comfort with being inside with students & other adults is necessary; masks will be required for all*
- Support FoodPrints teachers with class documentation, including gathering anecdotes & photos

Communications & Administrative Responsibilities

- Observe classes: take photos, take notes, and record anecdotes to be used in FoodPrints communications, grants, and promotional materials
- Write social media posts and captions to promote FoodPrints programming
- Write stories and/or blog posts about what FoodPrints students are doing/learning and the overarching goals of the FoodPrints program
- Responsible for completing a weekly timesheet to track their hours

PREVIOUS EXPERIENCE & STRENGTHS

- Required: completion of at least one year of college
- Required: ability to work as part of a team and independently
- Required: experience working with elementary age children or in a school setting
- Required: a shared commitment to FRESHFARM's dedication of becoming a more anti-racist and equity-focused organization
- Preferred: gardening/cooking experience or interest in nutrition and local/seasonal food
- Bonus: photography skills - especially iPhone photography - to help take great photos of our program

PHYSICAL & OTHER REQUIREMENTS

- Ability to work outdoors in all weather conditions while upright and/or stationary for a few consecutive hours at a time
- Comfort working inside the school building as needed. In the case of extreme/inclement weather, FoodPrints sessions will be moved indoors.
- Reliable internet connection and access to a personal computer, laptop, or tablet to check and emails/texts at least once daily
- DCPS Volunteer Clearance (free, valid for 2 years); FoodPrints will support assistants in acquiring this clearance
- All assistants must have the ability to drive, bike, scooter, or take the metro or bus to schools as needed. For those not living nearby schools in Wards 7 & 8, access to a car is preferred, but not required.

POSITION DETAILS

- This is a seasonal, part-time position and will include ~ 5-20 hours of work per week for the semester)
- FoodPrints sessions will be offered during the school day (8am-4pm). Assistants and FoodPrints staff will determine a mutually agreeable schedule.
- This position is for the Fall Semester (early September through early/mid December 2021) and can be extended through the Spring Semester (ending June 2022) if there is mutual interest.
- A mandatory orientation will take place prior to school-based work, date TBD
- Preferred start date: September 10, 2021
- Interns will receive a monthly stipend to offset transportation and living expenses -- stipend amount will depend on the weekly time commitment, but will range from \$200-800 monthly; federal work-study students will be paid in accordance with their FWS award (FWS option available for AU and GW students only)
- This role is not eligible for any company benefits. For GW business students, GW's Nashman Center may provide a Metro benefit.

HOW TO APPLY

- To apply for this position, please send a resume and cover letter to IbtI Vincent, FoodPrints Service Learning Manager: ibtI@freshfarm.org

EQUAL OPPORTUNITY EMPLOYMENT

FRESHFARM is an equal opportunity employer. We are committed to diversity and building an equitable and inclusive workplace for people of all backgrounds and experiences. We encourage members of traditionally underrepresented groups to apply, including people of color, LGBTQ+ people, veterans, and people with disabilities. We do not discriminate, and will take affirmative action measures to prevent discrimination against any employee or job applicant on the basis of race, color, national origin, gender, gender identity, gender expression, sexual orientation, age, religion, creed, disability, or veteran status in the following areas: (1) Employment, recruitment, or advertisements for employment, (2) Compensation, termination, upgrading, and promotions, and/or (3) Any other conditions of employment