

## ***FOG Program Intern***

**Florida Certified Organic Growers and Consumers, Inc. (FOG)** supports and promotes organic and sustainable agriculture, wherein; we educate consumers, farmers, future farmers (children & youth), businesses, policy makers and the general public. FOG is a 501(c)(3) nonprofit corporation established in 1987, which operates two programs: Quality Certification Services, a USDA and ISO Guide 65 accredited certification program, and Education & Outreach. FOG's Education & Outreach projects generate knowledge, share resources, and apply the expertise of FOG that advance organic agriculture and healthy and just food systems.

**Intern Description:** We are looking for a motivated intern with a passion for organic agriculture and fair and just food systems, community building, and an interest in nonprofit organizations. This internship is an opportunity to receive hands-on education and experience in nonprofit development, including program planning, development, and marketing, in the field of organic agriculture and fair and just food systems.

**Program Intern** will work with FOG staff on activities that include, but are not limited to:

- Grants – Research and write grants, maintain grant and report tracking database.
- Program Planning and Development – Assist with current programs and the development of new projects, including research, developing processes and materials, outreach and promotion
- Development – Assist in planning fundraising and outreach events including developing sponsorships, coordinating refreshments and entertainment, publicity, working with partners, etc.
- Marketing/PR - Design print and electronic media, write and distribute press releases, maintain media list, attend outreach opportunities, film workshops and other events. Assist in the development of *This Week in Organic Agriculture* and with social media strategies.
- Office - Learn about behind-the-scenes office procedures. Monitor incoming emails and answer or forward, as required. Answer phones and transfer to the appropriate staff member or take and distribute messages. Type documents, reports and correspondence. Greet public and clients and direct them to the correct staff member. Prepare outgoing mail for distribution. Fax, scan and copy documents. Retrieve information when requested. Maintain office filing and storage systems.

### **Skills Desired:**

- Well organized, self-motivated, creative, attention to detail, flexible, and communicative
- High comfort level in diverse settings and diverse communities
- Willingness to collaborate with FOG staff, other interns, and community groups
- Computer skills including ability to use Adobe Creative Suite programs such as Photoshop, InDesign and Dreamweaver; knowledge of HTML and CSS, as well as video editing software such as Adobe Premier or Apple FinalCut is a plus.
- Photography skills a plus

### **Benefits:**

- Training in program planning, development, marketing/public relations, administration, and community outreach
- Working for an organization that benefits organic agriculture and diverse communities
- Possible credit towards course work

**Hours:** Fall or spring interns: 10-12hrs/wk; Summer interns: 20hrs/wk.

**Compensation:** This internship is currently unpaid.

### **Deadline: Rolling**

Please send a cover letter and resume:

Email: [laura@foginfo.org](mailto:laura@foginfo.org) (preferred; include intern in the subject line)

Florida Organic Growers

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