

Communications Intern

The Foundation for Food and Agriculture Research, a nonprofit established through bipartisan congressional support in the 2014 Farm Bill, builds unique partnerships to support innovative science addressing today's food and agriculture challenges. FFAR seeks a talented Communications Intern for the spring 2018 semester.

Start date and schedule are negotiable depending upon class schedule. The intern will be required to commit to 15-20 hours per week. FFAR is located in the vibrant Penn Quarter neighborhood, accessible via the Gallery Place Chinatown and Archives Metro stops.

Position Summary

This position is designed to provide experience and education to enhance skills that can be used throughout a career in communications, the food and agriculture industries, or nonprofit management. The Communications Intern will gain experience and education through their mentor by observing and participating in communication activities that provide broad exposure to a variety of food and agriculture issues and players in Washington, DC and beyond. While subject matter expertise is not a requirement, this is an excellent opportunity for a student interested in a career related to food, health, agriculture or the environment.

Responsibilities

The Communications Intern will be an active, contributing member of the FFAR communications team and will gain education through experience and exposure to nonprofit management and communications functions. The intern will achieve significant exposure to the food and agriculture research and policy landscape by observing and participating in meetings within FFAR, with current and potential partners and colleagues in the government, nonprofit, business, and academic sectors. The intern will:

- Observe and participate in creating communication and outreach materials that support broad FFAR activities including presentations, blogs, and printed collateral.
- Participate in weekly staff meetings and calls with public affairs firm.
- Contribute to announcement planning including event logistics, press outreach, and written material development.
- Perform research and development activities related to developing communication plans and materials including developing press or influencer lists, gathering stock photos, and participating in calls with grantees and partners.

The intern will have the opportunity to take on additional responsibilities related to social media, board outreach, congressional relations, and other activities as commensurate with the intern's experience, interest and performance.

Minimum Qualifications

- Completion of at least 2 years of college or university education
- Continuing student at a college or university
- Excellent communication skills, both oral and written
- Excellent research skills
- Knowledge of Microsoft Office suite
- Strong problem-solving and analytical skills
- Customer service orientation and experience

Additional Qualifications

- Professional social media, blogging, or other communications experience
- Knowledge of food and agriculture science and/or policy issues
- Experience with design software including Adobe Illustrator and/or Photoshop

Compensation

This position is paid by the hour.

ADA Requirements

This volunteer internship position operates in an office environment. The physical demands described here are representative of those that must be met by the intern to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This role routinely uses standard office equipment such as computers, telephones, photocopiers, filing cabinets and fax machines.
- This position largely requires a person to sit for periods of time with occasional walking
- This position requires the ability to lift files, open filing cabinets and bend or stand as necessary.
- This position requires the intern to communicate using a phone, computer, keyboard and directly to persons.
- Must be able to lift up to 20 pounds.

Travel Requirements

This position may require local travel to attend meetings and other activities to support the intern's educational experience.

To apply, please send résumé, cover letter, and a 1-2 page writing sample by January 19, 2018 to communications@foundationfar.org.