



Veggie Box Internship Work Study Fall 2018

Organizational Info

Begun in 2004 as a student thesis project at Brown University, Farm Fresh has grown briskly to capture the public interest in locally grown food and translate it into sales for RI farmers and producers. Strongly mission-driven, Farm Fresh achieved 501c3 status in 2007, and has since implemented a variety of programs to enhance the local food system of the Rhode Island region, with particular attention to farm viability and low-income access to fresh food. Farm Fresh operates a wide range of marketplace programs (retail, wholesale, processing) that engage and connect tens of thousands of RI, MA and CT eaters with thousands of RI, MA and CT farmers.

Mission: *Farm Fresh Rhode Island is growing a local food system that values the environment, health and quality of life of RI farmers and eaters.*

Vision: *A New England abundant with diverse family farms and fertile soils, with locally and honestly produced foods and flavors at the heart of every dinner table.*

Veggie Box is a weekly delivery program of fresh vegetables from local farms to worksites, community centers, and other locations around the state. The program focuses on making it easy for employees and community members to connect to fresh, healthy foods from local farms. Each week participants receive a newsletter full of information about the farms their food came from, recipes, nutritional information, and more. There is a subsidized program that offers boxes at reduced cost to low-income community members.

Position Description

The Veggie Box Intern is an 8-12 hours/week internship working directly with the Veggie Box Manager and other team members to help grow the customer base of programs and continue to meet the needs of customers and farmers. The Veggie Box Intern's primary responsibilities will be focused on the following: outreach and sales, communications, and customer service.

Primary Responsibilities

- Provide valuable, personal service with integrity that moves more local food from farmers to eaters
- Support customer growth and communicate with customers who are engaged and excited about supporting local food all year round.
- Assist with administrative duties, such as delivery paperwork, or packline assistance

Farm Fresh Rhode Island Is an Equal Opportunity Provider

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- Provide customer service and resolve customer issues promptly and proactively with friendly, courteous service

Skills Required

- Excellent professional communication skills (written and verbal)
- Great attention to detail
- Ability to collaborate and work as part of a team
- Proficient with Microsoft Office Suite and Google Applications
- Previous experience with Wordpress is a plus
- Ability to prioritize and handle a variety of assignments simultaneously in a vibrant work environment

Availability and Hours

- Flexible hours 8-12 hours per week depending on applicant's interest
- Flexible start and end dates
- Shifts available 5 days a week
- Availability on Mondays and Wednesdays is preferred

Contact

To apply, or with any questions, please contact sarah@farmfreshri.org. Please write "Veggie Box Internship – Work Study" in the subject line and attach a resume and a letter of interest.