



# OEFFA Education Program Internship

This intern will perform a variety of tasks related to the Ohio Ecological Food and Farm Association's (OEFFA) education programming in a fast-paced office environment in Columbus, Ohio. Attention to detail and ability to juggle multiple tasks simultaneously are requirements for this position. The candidate should have excellent computer skills (including Word and Excel), as well as written and oral communication skills. Students interested in sustainable agriculture, education programming, and/or nonprofit management are encouraged to apply.

The intern will assist OEFFA in its educational program work, which varies by season and typically includes the following:

## **SPRING**

- Annual conference: wrap up, evaluations, theme, date, logistical work for upcoming conference
- Farm tour and workshop planning
- Good Earth Guide updating and database management
- Special project work, if any

## **SUMMER**

- Annual conference: theme, keynote, workshop identification and outreach, meal planning, material updates, exhibitor and sponsor outreach, logistical work
- Farm tour and workshop support/implementation
- Special project work, if any

## **FALL**

- Annual conference: workshop planning and speaker coordination, exhibitor and sponsor outreach, meal planning, promotional planning and implementation, logistical work
- Farm tour and workshop support/implementation
- Special project work, if any

## **WINTER**

- Annual conference: registration, speaker assistance and coordination, exhibitor and sponsor coordination, meal logistics, promotional implementation, logistical work
- Special project work, if any

This position is for 10-20 hours a week with some flexibility; intern will work with the Education Program Director to design internship and manage hours. If your university program offers internship credit, we will tailor the internship to the length/hours/experience needed. This is an unpaid internship.

## **Internship Benefits**

- Gain managing sustainable and organic education programming experience.
- Gain sustainable agriculture education experience.
- Gain nonprofit experience (how they operate, issues they face).
- Develop office and time management skills, and how to work in an office setting.
- Improve verbal and written communication skills.

To apply, submit a resume (including at least two references) and a cover letter explaining why you seek this opportunity and how your experience or background makes you a good candidate to: Sasha Sigetic, Program Director, [sasha@oeffa.org](mailto:sasha@oeffa.org).

Formed in 1979, the Ohio Ecological Food and Farm Association (OEFFA) is a grassroots coalition of more than 3,000 farmers, backyard gardeners, consumers, retailers, educators, researchers, and others who share a desire to build a healthy food system that brings prosperity to family farmers, provides safe and local food to consumers, creates economic opportunities for our rural communities, and safeguards the environment. OEFFA developed an organic certification program in 1981 and is currently one of the country's largest USDA-accredited certifying agents, certifying more than 700 organic farms and processors in 2011.

OEFFA uses education, advocacy, and grassroots organizing to promote local and organic food systems, helping farmers and consumers reconnect and together build a sustainable food system, one meal at a time.