



JOIN THE SOLIDARITY ECONOMY

Be a part of the local food movement

Summer 2018 Food Co-op

Outreach and Program Coordinator

West Chester Food Co-op is a consumer food co-op-in-development, incorporated in 2015 and currently building community investment to open a co-op grocery store in West Chester, PA. Our mission is to enhance the well-being of the people in our community by promoting healthy and mindful eating, improving access to sustainably produced food, helping those in need to secure quality food, advancing sustainable and humane agriculture, supporting local farms, and strengthening our community through cooperative enterprise. We aim to bring transparency and accountability to every step of the food production and distribution process from farm to table, providing confidence for educated consumer choices and food that the community can trust.

The summer intern will advance our mission by assuming significant management responsibilities for three programs which we operate Spring-Summer-Fall: a weekly outreach and education booth at the local farm market, a Co-op sponsored Local Food Program that aggregates access to local farm products, and a “Pay What You Can” program that subsidizes local food for needy families. This position is an opportunity to craft creative approaches to engaging the public, Co-op member-owners, and local farmers in building a more vibrant and thriving local food system. Chester County is the second largest agricultural producer in Pennsylvania with a growing community of producers dedicated to certified organic, pastured and grass fed animal husbandry, and craft food production.

Specific tasks likely to be involved in management of these programs are:

- Research, interviews, and needs-assessments with Co-op member-owners, local food producers, CSA subscribers, hunger relief programs, and other stakeholders to guide program strategy.
- Organizing, planning, scheduling, coordinating, and implementing activities that involve volunteers, farmers, CSA subscribers, and the general public.
- Coordinating, managing and training volunteers.
- Marketing, communications, and education.
- Participation in internal and external (Philadelphia area) co-op meetings and events.
- Developing creative outreach approaches for building engagement with our mission.

The above program management responsibilities are expected to occupy about 75% of hours; the remaining hours will be dedicated to one or more of the following projects or programs, *depending on background and interests of the intern:*

- Marketing and Social Media. There is the opportunity to assume significant responsibility for our marketing channels including newsletter, website, Facebook, Twitter, and Instagram.
- Development of GIS mapping resources to support our marketing efforts.
- Community Garden management. Oversee improvements, organize volunteers, promote our Community Garden.
- Event organizing. Assist with Co-op sponsored events; possibly organize one or more educational events.



The intern will be supervised by the Executive Director and will collaborate with Co-op Board and/or Committee members, and/or a staff member, depending on the nature of the work. Training as needed will be provided on the software tools that we currently employ and are seeking to implement. Although mentoring and supervision will be provided appropriate for the duties that the intern assumes, this position is best suited to an individual accustomed to assessing situational needs and driving their own knowledge and skill acquisition, for which the Co-op will provide guidance and support. The intern will be exposed to cooperative governance via our Board process, as well as through networking opportunities with the Philadelphia area co-op community.

The position will allow the intern to experience grass roots cooperative development. The intern will learn about the unique challenges cooperatives face and how co-ops organize business to be truly aligned with the interests of the community. There is also the opportunity to develop a deeper understanding of the challenges and potential approaches to bringing more transparency and accountability to the food system.

Desired Skills/Experience:

Required for all candidates:

- Understanding of and commitment to co-op values & principles.
- Proficiency with Microsoft Office and Google Drive
- Experience with Social Media
- Excellent communication skills- oral and written.
- Ability to maintain the vision of a larger goal while being detail oriented.
- Self-motivated, driven by commitment to mission.
- Organizing skills for effective scheduling, planning, and collaboration with others.

Depending on the intern's additional area(s) of work, at least some of the following skills/experience:

- Communications and content development
- Basic GIS mapping
- Marketing
- Graphic Design
- Website Maintenance (WIX)

Infrastructure and working hours: We prefer intern to bring their own laptop however a laptop which must remain at the staff desk can be provided. Co-op operations are in a walkable community accessible via public transit. Working Hours are Saturdays 8:00 – 2:00 plus additional (flexible) hours during the week. Occasional evenings and Sundays for meetings and special events. A portion of the work will be able to be done remotely. Total hours per week: 32.

Start Date: 06/01/2018 (flexible) - **End Date:** 08/31/2018 (flexible)

Salary: A small stipend (\$100/week) is available to support this position.

Applications: should include a resume/cover letter which address:

- The knowledge, skills and experience required for all candidates, including a personal statement regarding your interest in cooperatives.
- Additional skills and experience as noted under Desired Skills and Experience.