



## RURAL VERMONT WINTER 2015 INTERNSHIPS

For almost 30 years Rural Vermont has worked to create economic justice for Vermont farmers through education, grassroots organizing and advocacy. We invite you to join our committed team and help to fulfill our vision for a community-based food system which sustains our farmers, our communities, and our lands.

- We offer excellent training with our experienced professional staff and board members and you will have a variety of networking opportunities. We are happy to work with you to fulfill needs you may have for educational requirements, reporting, evaluations, etc.
- We are flexible with regard to the number of hours/week, and the length of the internship. We will work with you to create a schedule that is mutually beneficial.
- We will also work with you to develop a clear work plan with concrete deliverables for your portfolio. We have many projects available and can tailor a project so you learn the skills you want to develop while completing important work in the service of our mission.
- Our internships are unpaid, but we do reimburse for approved out-of-pocket expenses.

It is required that interns have access to a reliable source of transportation (bus acceptable). Mileage reimbursement is provided for travel to events outside the Montpelier office.

### LEGISLATIVE/POLICY INTERNS – Two Positions

**State House Advocacy** – Work with Rural Vermont’s Director and registered lobbyist, Andrea Stander, at the Vermont State House to advocate on our priority issues affecting family farmers and their customers. Intern responsibilities will include:

- Monitoring, attending and taking accurate notes in key legislative committee meetings or floor proceedings
- Helping to schedule meetings between our farmer leaders and activists and their legislators
- Helping Rural Vermont members and activists to prepare and present testimony
- Contributing to writing periodic State House email updates for our community
- Assisting the Director in tracking legislative progress and in developing strategy on priority issues.

This is an excellent opportunity for anyone who wants to learn about issue advocacy and the inner workings of the Vermont legislative process. There will be abundant networking opportunities and personal interaction with experienced legislators, lobbyists and citizen advocates. You must be comfortable talking with a wide range of people. The type and pace of activities will run the gamut from tedious to exhilarating – you must be able to work effectively at both ends of this spectrum.

You must be available (dependable transportation required which can include bus services) to come to Montpelier Tues-Thurs (schedule may vary later in the session). Weekly schedule will vary and requires some flexibility, but will average 15-20 hours/week. You must be willing and able to dress appropriately for assigned tasks. This internship runs January – April with the possibility of extending into May depending on the legislative session schedule and outcomes on Rural Vermont issues.

**Legal Research & Legislative Writing** – Work with Rural Vermont’s Director Andrea Stander, our staff, other interns, and our farmer board members and farmer leaders/activists researching agricultural policy issues to help shape our strategy for creating beneficial changes. Requires ability to analyze and translate complex policy concepts into language that is accessible to the public. Access to Lexus-Nexus extremely helpful but not required; work may involve researching legislative precedents, helping to develop legislative language and identifying potential witnesses for testimony. Familiarity with the legislative process and legislative language and formatting is very helpful. Must be able to periodically travel to Rural Vermont’s Montpelier office and/or the State House for meetings (professional dress may be required) with the option to also work from home or school. This internship runs January – April with possible extension into May based on the legislative schedule. Number of hours per week is flexible from 10-15.

## **OUTREACH/MEMBERSHIP DEVELOPMENT (one position)**

Work with Rural Vermont Outreach Coordinator Shelby Girard to strengthen and expand a statewide network of Rural Vermont supporters through various initiatives, including but not limited to, planning and supporting mission-driven events, managing Rural Vermont's presence at agricultural conferences and farmers' markets, and supporting ongoing membership, activist, and volunteer recruitment and management. There will be a strong emphasis on the preparation and planning associated with Rural Vermont's 30th Anniversary - to include an ongoing membership and capacity building drive, multiple celebrations, and various additional activities. The right candidate will be self-directed, motivated, capable of working both independently and collaboratively, as well as have a strong attention to detail and good communication skills. This internship runs January through May; an earlier start date is available, and preferable. Hours are flexible, though occasional nights and weekends will be required. Must be willing to primarily work from Montpelier office and offsite at events, with the option to do occasional work from home. This is a 16 hour/week internship.

**DEADLINE: OCTOBER 31, 2014 NOTE: These positions will remain open until filled.**

### **To Apply:**

Please send a cover letter, including a brief statement of why you are interested in working with Rural Vermont and what position you are applying for, your resume, and 3 references to:

#### **Rural Vermont**

15 Barre Street, Suite 2

Montpelier, VT 05602

ATTN: Winter Internships 2015

OR email the above materials as PDF files to [mollie@ruralvermont.org](mailto:mollie@ruralvermont.org)

*Please put WINTER INTERNSHIP in the subject line*