

# **Rural Vermont Summer Internships 2008**

## **FARMER SURVEY INTERN**

- MUST have reliable transportation and be willing to travel throughout the state
- must be willing and able to work in the Rural Vermont office when not traveling
- must be available minimum 2 full days/week
- prefer 4 full days/week
- mileage reimbursement for travel
- small stipend (depends on hours worked)

## **RESPONSIBILITIES:**

- attend mandatory trainings in early june
- attend weekly staff meetings and provide reports
- survey farmers, collect answers, create interview summaries
- share information about Rural VT, issues and policy, and health insurance with farmers
- carefully note follow up needed, and ensure it happens
- table at farmers markets and other venues to sell merchandise, collect contact info of interested people, promote events, and share information with vendors
- call potential members to recruit new members (script and list provided)

## **GOALS:**

- 20 farmer surveys/month
- 2 to 5 tabling events/month
- 15-30 recruitment calls/month; 5 new members

## **Skills Intern Will Learn:**

- Create and follow a workplan
- Work on deadline and report on progress
- Communicate with specific target audience
- Communicate with general audience
- Map reading, route planning
- Surveying
- Teamwork skills

# Rural Vermont Summer Internships 2008

## **ORGANIZER INTERN**

- MUST have reliable transportation and be willing to travel throughout the state
- must be available minimum 16 hours/week
- prefer 25-30 hours/week
- must be willing and able to work in the Rural Vermont office when not traveling
- mileage reimbursement for travel
- small stipend (depends on hours worked)

## **RESPONSIBILITIES:**

- attend mandatory trainings in early June
- attend weekly staff meetings and provide reports on progress
- reach out to target audiences, as identified by organizer and director
- organize and promote 1 Ice Cream Social/month (3 total)
- arrange logistics for socials: secure venue, ice cream ingredients, materials, etc.
- make ice cream
- create promotional materials for social - flyers, press releases, email announcement, etc.
- call people in area to promote social (list provided)
- recruit activists to write Letters to the Editor to promote socials
- work with staff and other interns to promote social in community
- ensure that all needed supplies and materials are ready for the socials
- attend socials and help at event
- call potential members to recruit new members (script and list provided)

## **GOALS:**

- organize 3 ice cream socials
- 30-50 people attend each social
- recruit 25 new members throughout the summer
- recruit 50 new activists throughout the summer
- garner 3 press hits throughout summer

## **Skills Intern Will Learn:**

- Create and follow a workplan
- Work on deadline and report on progress
- Event planning
- Event turnout
- Ice cream making
- Communicate with specific target audience
- Communicate with general audience
- Teamwork skills

# **Rural Vermont Summer Internships 2008**

## **RESEARCH/WRITING INTERN**

- MUST have reliable transportation
- must be available minimum 10 hours/week
- prefer 15-20 hours/week
- must be willing and able to work in the Rural Vermont office
- small stipend (depends on hours worked)

## **RESPONSIBILITIES:**

- attend mandatory trainings in early june
- attend weekly staff meetings and report on progress
- work with director to analyze survey data, identify research needs, and gather further information as needed
- create documents such as fact sheets, articles, letters, short reports, memos
- call potential members to recruit new members (script and list provided)

## **GOALS:**

- provide information as needed to shape survey report
- 15-30 calls/month; 5 new members

## **Skills Intern Will Learn:**

- Create and follow a workplan
- Work on deadline and report on progress
- Research and writing
- Teamwork skills

# **Rural Vermont Summer Internships 2008**

## **FUNDRAISING INTERN**

- MUST have reliable transportation and be willing to travel throughout the state
- must be available minimum 16 hours/week
- prefer 25-30 hours/week
- must be willing and able to work in the Rural Vermont office when not traveling
- mileage reimbursement for travel
- small stipend (depends on hours worked)

## **RESPONSIBILITIES:**

- attend mandatory trainings in early june
- attend weekly staff meetings and report on progress
- arrange venues for and go to venues to sell Rural Vermont cookbooks (farmers markets, independent bookstores, CSA drop-off points, co-ops, B&B's, etc)
- create a Rural Vermont "cooking kit" – solicit donations for ingredients, create a display to sell kits, find venues to sell the kits
- organize Rural Vermont notecard project: solicit art, arrange for printing, create packets of cards for sale
- solicit donations for Halloween Party silent auction
- help with fundraising mailings and phone calls

## **Skills Intern Will Learn:**

- Create and follow a workplan
- Work on deadline and report on progress
- Non-profit fundraising skills
- Project planning
- Communication with target audiences
- Communication with general audiences
- Map reading, route planning
- Teamwork skills