New Entry Sustainable Farming Project
2024 Summer Internship Description – Data analysis and training

New Entry Sustainable Farming Project (www.nesfp.org) is offering a full-time summer internship position to support training and resource development for various projects.

Program Summary: Based in Beverly Massachusetts, New Entry Sustainable Farming Project (New Entry) improves local and regional food systems by training the next generation of farmers to produce food that is sustainable, nutritious, and culturally appropriate and making this food accessible to individuals regardless of age, mobility, ethnicity, or socio-economic status. In doing this work, we provide critical training, career development, and economic opportunity to new farmers.

New Entry envisions a society grounded in the principles of social and economic justice. As such, we strive to achieve excellence through a diverse and inclusive workplace that honors the unique talents and lived experiences of each person. Our vision and values are reflected in all our employment-related decisions, including hiring practices. Accordingly, New Entry actively seeks people who bring diverse backgrounds and perspectives to join us in our work.

Duties and Responsibilities: During this internship will analyze workshop evaluation surveys to create visuals and summaries, assessing program effectiveness. Additionally, you'll develop a 6-month post-workshop survey and devise strategies to enhance farmer participation. The role will also involve creating financial Google Sheet templates that are easy for people to use/look at, building on documents already created by partners, and drafting clear, plain language guides for USDA grant applications to ease the process for farmers. You'll also update the New Entry website with new resources and assist in launching one of our new grants by defining work plans, planning workshops, and developing necessary resources. Beyond these tasks, you would also be involved in volunteer engagement, support New Entry's communication strategies, and engaging in outreach activities.

Intern Learning Objectives and Outcomes:

- Help analyze and summarize workshop evaluation surveys. Create visuals, descriptions, and quantify program success.
- Create an additional workshop survey (6-month post-workshop survey), reflect on ways to increase farmer participation in these surveys.
- Develop financial Google Sheet templates that are easy for people to use/look at, building on documents already created by partners.
- Create plain language documents for applying to USDA grants that demystify the process, making it easier to understand.
- Survey farmers on what their hesitations to applying for USDA programs are.
- Update the New Entry website with resources.
- Help coordinate the launch of a new grant: defining the work plan, planning workshops and activities, developing resources, etc.
• Improve volunteer experience, contribute to New Entry communication, lead learning experiences requested by educational institutions, and participate in outreach events.

**Skills development:** data analysis, project management, curriculum and resource development, communication, research and content creation, program evaluation, operational support and fieldwork, community engagement and volunteer coordination.

**Desired Qualifications:**

• Strong research and organizational skills with acute attention to detail.
• Effective oral, written, and interpersonal communication skills. Experience in developing educational resources (e.g., infographics, fact sheets, toolkits) is preferred.
• Basic data analysis experience.
• Experience in writing in Plain Language or willingness to learn.
• Comfortable working independently as well as with a team.
• Demonstrated interest in engaging in issues of equity, inclusion, and dismantling racism, particularly in regards to food systems.
• Experience with standard computer software (MS Office, social media, Salesforce CRM, website content development, graphic design, Excel database).
• Self-motivated and directed; ability to work well within a rapidly changing environment.
• Access to reliable private transportation or ability to secure transportation to the farm location in Beverly, MA required at least a few days per week.
• Ability to work outdoors in various weather conditions.
• Ability to perform varied and repetitive warehouse tasks, including manual lifting of boxes between 25 – 50 pounds, in conditions that vary from hot and humid to cold and wet, and up and down stairs is preferred.

**Hours and Compensation:**

This internship is available as an unpaid (for credit) or a paid (stipend) position. Internship period will begin May 27th through August 23rd, with an average of 35-40 hours per week. Students will receive a stipend of $7200 for the full 12 weeks. Part-time positions may be considered. The position is in person and will support food hub and farm field work on Mondays at Moraine Farm throughout the summer.

**To Apply:**

Submit your application here [https://tufts.qualtrics.com/jfe/form/SV_5hb2GXKKgrpcSKa](https://tufts.qualtrics.com/jfe/form/SV_5hb2GXKKgrpcSKa). If you have any questions, please contact Julien Barrere at julien.barrere@tufts.edu

**Deadline to apply:** March 17th, 2024.