New Entry Sustainable Farming Project  
2024 Summer Internship Description – Food Hub and Communication

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 you will support New Entry’s Food Hub, focusing on enhancing communication and customer engagement for our Community Supported Agriculture (CSA), wholesale, and school programs. You will take charge of creating and disseminating content through our weekly Food Hub newsletter, spotlighting farmer stories, sharing recipes, and providing crop storage tips. In addition to content creation, responsibilities include managing CSA customer lists, handling customer service inquiries, and supporting the Food Hub Manager with logistics and communications. In this role, you will also assist in packing shares for distribution to CSA and wholesale customers. A significant aspect of this internship will involve developing strategies to enhance customer engagement and retention, requiring analysis of customer feedback and survey data to inform our practices. You will also have opportunities to support field work and the launch of a mobile market.

**Intern Learning Objectives and Outcomes:**

- Responsible for creating content and executing a weekly Food Hub newsletter for all CSA, wholesale, and school customers.
- Responsible for updating weekly CSA customer lists and handling CSA customer service.
- Support food hub logistics and CSA communications along with Assistance Food Hub Manager.
- Writing and disseminating weekly CSA Newsletter, including farmer profiles, recipes, and crop storage information.
- Writing and disseminating the weekly Council on Aging (COA) Newsletter.
- Interviewing farmers and writing weekly farmer spotlight pieces for newsletters.
- Assisting in packing shares for CSA and wholesale customers.
• Building new customer engagement and retention practices, including ways to engage CSA customers in New Entry programs.
• Analyzing prior customer surveys and retention rates.
• Support New Entry mobile market.
• Supporting farm field work as needed.

Skills development: communication, project management, resource development, 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_5hb2GXXKqpcSKa.
If you have any questions, please contact Julien Barrere at julien.barrere@tufts.edu

Deadline to apply: March 17th, 2024.