

MUSKOKA NORTH GOOD FOOD CO-OPERATIVE

2017/18 YOUTH INTERN JOB POSTING

TITLE: MNGFC Youth Intern

LOCATION: 1 Crescent Rd., Huntsville, Ontario.

IMMEDIATE SUPERVISOR: General Manager and various Board Directors

APPLICATION CLOSE DATE: Friday, February 3, 2017- 5pm

POSITION PERIOD: Feb.15, 2017 - Feb.13, 2018 approx.

Position Summary: This Youth Intern position is comprised of combination of networking, project planning, and administration. There will be several projects involving hands-on organization and implementation. The Youth Intern will assist MNGFC's Manager(s) and Board of Directors with marketing and promotion as it relates to local food procurement and food literacy. The Intern will generally work in both a commercial co-op store venue and a public office space, performing a variety of diverse tasks as needed.

DUTIES AND RESPONSIBILITIES:

MARKETING AND PROMOTION

- Promote MNGFC events and initiatives through media channels (social media, print, radio, etc.);
- Co-create weekly Co-op Newsletter;
- Strategize, create, co-ordinate and disseminate marketing/promotional materials;
- Develop new projects and boost current programs to increase membership sales;
- Work with staff and contractors to develop in-store marketing tools and designs.

COORDINATION, MANAGEMENT & EVENT PLANNING

- Assist management in the running of Co-operative Food Enterprise: product orders, payments, producer contracts, producer planning, Winter/Spring Co-op Food Box;
- Develop and strengthen relationships with new and current agri-food producers;
- Co-coordinate **Feast the Harvest Festival**- September 2017;
- Support Project Site Management Team with leasehold improvement planning and personnel coordination;
- Manage Co-op Ambassador Committee during all stages of leasehold improvements and co-op business.

ADMINISTRATION & COMMUNICATION

- Continue to strengthen relationship with provincial Food and Farming Co-operative Networks;
- Build on MNGFC 's Geo-map, updating information on Co-op's Northern agri-food producers and production;
- Research potential, relevant grant opportunities for MNGFC and write applications (with support);
- Act as MNGFC's front-line, office staff member;
- Perform daily administrative duties, including bookkeeping, as assigned by Manager and Board of Directors.

QUALIFICATIONS (knowledge, skills, experience)

- Must be unemployed or underemployed, and under the age of 30;
- Will have graduated within the last three (3) years from recognized post-secondary institution with preference given (but not limited) to those with a degree, diploma or certificate in: Sustainable/Co-operative Development, Business, Agriculture, or Marketing/Advertising;
- Some experience in fundraising and writing grant applications;
- Passion for, and strong knowledge of local food and community development;
- Strong understanding of policy development;
- Excellent interpersonal skills;
- Proven ability to work independently, take initiative, and learn new skills;
- Proficiency in Microsoft Suite, Excel and basic graphic design;
- Strong understanding of social media outlets such as Twitter, Instagram, Facebook;
- Knowledge and experience working within agricultural production and food systems;
- Experience working with not-for-profit organizations (an asset);
- Cannot have previously participated as a youth intern in FedNor's Northern Ontario Development Program, or in any other federal or provincial internship program with pay for a period of six (6) months or more.

ANNUAL SALARY: \$35,000. Apply by email or in person.

info@muskokanorthfood.com to apply and for full job description.

P: 705-380-1017

www.muskokanorthfood.com