

# Student Internship



Faculty of Land and Food Systems  
THE UNIVERSITY OF BRITISH COLUMBIA



Centre for Sustainable Food Systems at UBC Farm

## Position Title: Food Skills Education Intern

### Background

Located on unceded Musqueam territory, the Centre for Sustainable Food Systems (CSFS) at UBC Farm is a unique research center that aims to understand and fundamentally transform local and global food systems towards a more sustainable, food secure future. The CSFS at UBC Farm is a living laboratory committed to finding solutions to both local and global challenges facing food systems sustainability and translating solutions to improve personal, community, and environmental health.

The UBC Farm Career Development Internship aims to engage UBC students with their local food system and create opportunities to experience the working environment of a food sustainability focused organization. Interns work alongside UBC Farm staff and faculty to increase their understanding and knowledge of food systems research, from organic agriculture to food production methods, food-focused community engagement, and business management.

The Food Skills Education Intern will support the UBC Farm team in the development and delivery of the UBC Farm Workshop Series. Tasks will include, (though are not limited to): coordination of workshop logistics, creation of online workshop registration forms, occasional liaising of workshops through on-site presence, and recruitment of new workshop presenters. The Intern will not only have the opportunity to learn about sustainable food and living skills through occasional workshop attendance, but will also gain experience with educational program management, event coordination, and potentially marketing/promotion as well.

Interns are expected to enroll in the Career Development Internship course from September 2017 to April 2018 (LFS 496 – 6 credits). At the end of this program, students will be eligible to receive course credit towards their UBC degree.

### Duties

The Food Skills Education Intern will work alongside the UBC Farm team on the following tasks:

- Coordinate workshop logistics with presenters and colleagues;
- Create online workshop registration forms;
- Occasionally act as a workshop liaison;
- Compile and analyze workshop registration data;
- Identify and recruit new workshop presenters;
- Facilitate development of new “customized” workshop programming
- Perform miscellaneous workshop administration tasks
- If time permits, provide administrative support for other adult educational programming

Grounded in science. Global in scope.

[ubcfarm.academic@ubc.ca](mailto:ubcfarm.academic@ubc.ca)

Tel: 604.822.5092, Fax: 604.822.3280, 2357 Main Mall, Vancouver, BC, V6T 1Z4

[www.landfood.ubc.ca/ubcfarm](http://www.landfood.ubc.ca/ubcfarm)

STUDENT INTERNSHIP POSTING	DATE	PAGE NUMBER
Food Skills Education Internship	June 13, 2017	2

## Preferred Qualifications

- UBC student eligible for LFS 496
- High degree of organization and attention to detail
- Outstanding written and oral communication skills
- Capable of using excel to collect and organize data
- Ability to work both in a team and individual setting
- Interest and familiarity with sustainable living skills, especially those pertaining to food

## Position Details

- September 2017 to April 2018
- 6-9 hours per week
- Flexible schedule to be determined with the candidate. Workshop liaising may require occasional evening or weekend duties.
- This is an unpaid, for credits, internship

## How to apply

Along with your resume please write a brief letter (max. 500 words) outlining the following:

- The internship position you are applying for
- Why would you like to do this internship at the UBC Farm? How do you feel this experience will contribute to your overall learning and education at UBC?
- What are example(s) of one or two workshops that you would be excited to see offered by UBC Farm?
- **Email resume, cover letter, and two professional/academic references to:**  
Seth Friedman  
seth.friedman@ubc.ca
- Acceptable formats include text (within the body of the email), Microsoft Word, or Adobe PDF
- All applications should clearly refer to "UBC Farm Internship"
- Applications must be received no later than **September 1<sup>st</sup>, 2017**
- Please no phone calls
- More information about the Centre for Sustainable Food Systems at UBC Farm can be found at [www.landfood.ubc.ca/ubcfarm](http://www.landfood.ubc.ca/ubcfarm)