



The Ecological Farming Association

Organization/Agency: The Ecological Farming Association Date: 8/28/12
Supervisor/Sponsor: Ken Dickerson Supervisor/Sponsor title: Executive Director
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Phone: 831-763-2111 Fax: 831-763-2112 Website: www.eco-farm.org
of interns needed/Hours 1-2 Needed for quarters: Options (choose one)
worked per intern: 10-15 Fall Winter Remove your listing by
 Spring Summer Or keep on file for one year

Describe the internship assignment:

EFA is looking for a Program Intern to assist EFA's Program Coordinator. The ideal candidate will be able to juggle multiple projects at once and to meet high standards of accuracy and timeliness. This position is tasked in particular with coordinating Scholarships and Fellowships for the 2013 EcoFarm Conference, but will have a hand in many other aspects of the conference planning as well. EcoFarm is the oldest and largest agricultural event in the West. The position will be involved in organizing and helping to shape various aspects of this year's Conference, including but not limited to: assisting with outreach and follow-up by phone and/or email, creating and entering into databases, and other special project support for the conference. Hours are flexible, but preference will be given to someone who can commit to 10-15 hours per week, and who is able to adjust their hours according to the need to meet EFA deadlines.

Required duties include:

- Work with the Program Assistant, Program Coordinator, and the Executive Director to administer the EcoFarm Scholarship and Fellowship Program. Duties will include:
 - Creating the online application forms
 - Reading through applications and coordinating the selection process
 - Communicating with applicants and awardees
 - Helping to manage details of this project as it interfaces with other EFA projects, such as the Work Trade applications
- Ability to work with other members of staff to plan and promote EcoFarm 2013 in concert with staff.

Prerequisites:

- Self-starter with demonstrated follow-through
- Detail-oriented, especially with multiple streams of data
- Excellent communication skills
- Produce high quality work in a deadline-driven environment
- Experience with Microsoft Office, especially Excel

The ideal candidate will also:

- Attend the annual Hoes Down Harvest Festival on October 6 at Full Belly Farm in Guinda, CA.
- Attend and assist staff at the 33rd annual 2013 EcoFarm Conference from January 22-26 at the Asilomar Conference Grounds in Pacific Grove, CA.
- Have an interest in and commitment to EFA's mission in ecological agriculture