

Common Share Food Co-op Community Engagement Intern Job Description

About Common Share Food Co-op

The Common Share Food Co-op will be a worker and consumer-owned grocery store and gathering space that draws together the diverse communities of the Amherst area in an inclusive space supporting food justice and local resilience. We envision a space that increases equitable access to healthy local food for everyone in the greater Amherst area, provides fun and educational events and workshops for all ages, and that celebrates the cultural diversity represented in our community.

As a start-up food co-op, we are in the midst of a big membership campaign to try to reach our goal of 1,000 member-owners so we can move to the next stages of developing our full service cooperative grocery store and community space. Our organizing work focuses on educating Amherst area communities on our project, signing up founding member-owners, and hosting engaging events that reflect our mission and encourage people to join. Our electronic communications via our website, blog, and social media are an essential part of our organizing efforts. Through our communications, we strive to foster productive dialogue on our mission, celebrate co-op milestones, and increase member-ownership.

Job Description

This is a voluntary 5-10 hr/week position lasting from January through May with the opportunity to extend. We will work with institutions to help students receive academic credit for their time. The Community Engagement Intern is responsible for developing their work schedule and coordinating meetings with the Community Engagement Coordinator. The CE Intern and Community Engagement Coordinator will meet regularly to discuss project updates and goals.

1. Blog and Social Media Communications

The CE Intern is responsible for posting 2 blog pieces per month with the goal to solicit more outside contributions and produce 4 posts per month. The CE Intern will also be responsible for sharing co-op related articles, community events, and Common Share updates on our social media pages throughout each week.

Responsibilities

- Author blog posts and repost articles and recipes related to cooperatives, food justice, local food, and community building
- Solicit blog posts from member-owners and greater community
 - Work with the CEC to increase outside contributions
 - Edit and post contributions
 - Post announcements of new articles on CSFC social media
 - Manage blog email: blog@commonsharefood.coop
 - Serve as primary contact for blog contributors
 - Ensure posts reflect Common Share Food Co-op values and mission
- Develop monthly blog topic with the CEC
 - Submit email blasts announcing monthly blog topic
 - Send email announcement of monthly topic via Mailchimp 2 weeks before the new month
- Build and maintain our social media presence

- Share important Co-op news and events on our facebook and instagram pages, as well as share related articles, community events, etc.
- Help in advertising monthly promotions
- Develop a social media schedule and plan with the CEC

2. Community Engagement

The CE Intern will assist the Community Engagement Coordinator with a variety of membership drive and volunteer recruitment strategies including tabling at community events, assisting at house parties and listening circles, and helping to plan co-op sponsored events. The CE intern will be a part of the Engagement Committee and will meet with the group every 3-4 weeks. The CE intern will also assist the CEC in reaching out to local farms, organizations, and businesses in an effort to increase partnerships and co-sponsored projects and events.

Responsibilities

- Assist in membership drive and volunteer recruitment strategies
 - Table at events, co-facilitate house parties and listening circles
 - Meet with the Engagement Committee every 3-4 weeks
 - Help to plan events, coordinate materials and volunteer responsibilities
 - Assist in other related projects as they arise
- Connect with area farms, organizations, and businesses for future partnerships
 - Reach out to local farms for interviews, tabling opportunities, advertising, etc.
 - Reach out to organizations about hosting listening circles and presentations

Preferred Qualifications

- Knowledge of greater Amherst area or desire to learn
- Background in sustainable food systems, community organizing, and/or cooperative development
- Experience using communications platforms such as Facebook, Instagram, Mailchimp, and Wordpress
- Access to reliable transportation
- Friendly, positive, hardworking, and outgoing attitude

If interested, please submit a resume and brief cover letter to Emily at community@commonsharefood.coop