

SFU Local Food Project

2621 West Mall Complex
Simon Fraser University
Burnaby, BC V5A 1S6
Tel: 778.782.8763
Email: info@sfulocalfood.ca
www.sfulocalfood.ca



April 15, 2010

Dear Applicants:

Thank you for your interest in volunteering with the SFU Local Food Project. We are currently looking for several fabulous volunteer interns for the Summer 2010 semester. Below is a list of current positions, with complete internship descriptions on the pages below. Please note the minimal commitment we are seeking under each position: we want you to get the most of your internship and are seeking students who can commit to the full term described.

Current Positions:

- SFU Harvest Box Assistant
- SFU Pocket Market Assistant
- Writer and Content Developer for SFU LFP E-Newsletter
- SFU Local Food Project Student Planning Committee

How to apply:

1. Write a one-page letter outlining the following three questions:
 - a. Why do you want to volunteer with the SFU Local Food Project?
 - b. What skills and experience will you bring to the position?
 - c. How many hours a week are you willing to commit? Please note any scheduling factors you would like us to take into consideration.
2. Email your letter to info@sfulocalfood.ca with the position you are applying for and your name in the subject field by **Monday, May 3rd 2010**
Eg: Pocket Market Assistant, Jane Doe

We look forward to hearing from you!

-The SFU Local Food Project

A bit about the SFU Local Food Project:

The SFU Local Food Project is a student-run organization that aims to raise awareness of the link between food miles and climate change, provide educational opportunities on the benefits of local food, and create alternative food distribution networks on campus. The Project currently operates a weekly Pocket Farmers Market on campus, a bi-weekly Harvest Box program, an Urban Agricultural Skills Training Program, an Online Resource Centre, and facilitates the BC Farm to Campus Network, a provincial network of over 15 colleges and universities working on local food initiatives.

The SFU LFP is a project of Sustainable SFU and is based at the SFU Centre for Sustainable Community Development. Our funders include Vancity, the SFU Community Trust, SFU RezLife, the Simon Fraser Student Society, the Graduate Student Society and SFU Health and Counselling Services.

For more information, please visit our website at www.sfulocalfood.ca.

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Volunteer Internships with the SFU Local Food Project

SFU Harvest Box Assistant

The SFU Local Food Project collaborates with the Fraser Region Harvest Box program to bring fresh, affordable, nutritious, and local produce to campus twice a month! We need friendly, helpful, and engaging volunteers to maintain the program throughout the Summer semester, helping with a variety of jobs before, during, and after Harvest Box distribution hours. For more information, check out our website at <http://sfulocalfood.ca/sfu-harvest-box>

Main roles include:

- Assisting with Harvest Box distribution on the 2nd and last Thursday of each month in Convocation Mall
- Helping Harvest Box Coordinator with set-up or take-down, merchandising and event coordination on distribution day
- Assisting with Promotions and Communication of the Harvest Box program on an as-needed basis

Skills and Qualifications:

- Strong customer service skills
- Enthusiasm for local food related issues and promoting the Local Organic and Value Harvest Boxes
- Ability to work well with others
- Creative outlook and willingness to give suggestions to improve the Harvest Box program
- Knowledge of social/environmental justice issues an asset
- Ability to assist with lifting bags of produce and equipment
- *Optional: Please note if you have access to a vehicle and would be willing to assist in driving to pick up produce (we may need extra volunteers depending on the number of orders we receive)*

Commitment:

- Ability to commit to the following dates and hours (approximately 6 hours per month):
 - **11:00am-2:00pm** OR **2:00pm-4:30pm** on the 2nd Thursday and last Thursday of each month from May to August 2010
 - **Local Organic Box Distribution Days:** May 13, June 10, July 8, August 12 AND
 - **Value Box Distribution Days:** May 27, June 24, July 29, August 26
- Ability to assist with other Harvest Box promotions on an as needed basis

Benefits:

- Letter of reference upon completion of internship
- Networking opportunity with professionals interested in local food issues and sustainable community development
- Strengthen customer service skills and meet new people in a fun environment
- Experience volunteering with a non-profit organization

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SFU Pocket Farmers Market Assistant

Back for it's 3rd season, the SFU Pocket Farmers Market, which is operated by the Coquitlam Farmers Market Society in collaboration with the SFU Local Food Project, is returning in May 2010 to bring fresh and local food to campus every week! We need friendly, helpful, and engaging volunteers to maintain the program throughout the summer, helping with a variety of jobs before, during, and after the weekly market. This is a great position for those who want to increase their involvement in sustainable community development and local food systems. For more information, check out our website at <http://sfulocalfood.ca/pocket-farmers-market>. If interested in opportunities to volunteer at **other Pocket Market locations** through the Coquitlam Farmers Market Society, please mention so in your letter.

Main roles include:

- Helping the Pocket Market Coordinator with set-up or take-down, merchandising and event coordination
- Selling and maintaining Pocket Market products
- Promoting the Pocket Market to customers and potential customers
- Educating customers on local food and food security issues. (Training is provided.)
- Working with Pocket Market Coordinator to provide ideas and facilitate innovative market activities

Skills and Qualifications:

- Strong customer service skills
- Cash handling experience
- Enthusiasm for local food related issues and promoting the Pocket Market
- Creative outlook and willingness to give suggestions to improve the Pocket Market
- Ability to work and maintain a positive attitude in various weather conditions
- Ability to lift equipment and assist with set-up or take-down of the Market

Commitment:

- Ability to commit to the following dates and hours (approximately 3 hours per week):
 - **10:00am – 1:00pm** on Wednesdays from May 19th – September 15th OR
 - **1:00pm – 4:30pm** on Wednesdays from May 19th – September 15th OR
 - **4:30pm – 7:30pm** on Wednesdays from May 19th – September 15th
- (Not necessary to commit to all weeks; vacation time will be provided)
- Please note, the Market runs until October 27th, so opportunities to continue on until the Fall are also available!

Benefits:

- Amazing discounts on all Pocket Farmers Market produce, preserves, breads, etc.
- Letter of reference upon completion of internship
- Networking opportunity with professionals interested in local food issues and sustainable community development
- Strengthen customer service skills and meet new people in a fun environment
- Work outdoors in a dynamic and community-oriented setting
- Experience volunteering with a non-profit organization

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Writer and Content Developer for SFU LFP E-Newsletter

The Writer and Content Developer for the SFU LFP E-Newsletter is a great position to utilize your research and writing skills by developing a monthly newsletter full of information on local food issues, educational resources, and community events! Our newsletter is distributed monthly to our online mailing list (over 800 people), so this position is a fantastic way to develop public writing skills and contribute to the educational and outreach mandate of the project! Visit <http://sfulocalfood.ca/newsletter> to download a copy of our newsletter.

Main roles include:

- Researching topics and information on monthly themes related to local food issues
- Writing and editing content (feature article, resources page, recipe page)
- Producing final copy of each monthly e-newsletter using InDesign
- Updating events and resources as appropriate on the SFU LFP website

Skills and Qualifications:

- Knowledgeable about local food issues, food security, and social/environmental justice issues
- Superb researching, writing, and editing skills
- Highly self-directed and able to take initiative with limited supervision
- Ability to write in an engaging and educational manner for a public audience
- Ability to meet deadlines and work independently
- Commitment to quality and attention to detail
- Background in Communications and/or Sustainable Community Development preferred
- Familiarity with InDesign and/or creative suggestions on layout and design an asset
- Experience updating websites in WordPress is an asset
- This positions is open to both undergraduate and graduate students

Commitment:

- An average of 2-3 hours per week from May 1st - August 2010, with possibility of extension into the Fall Semester

Benefits:

- Letter of reference upon completion of internship
- Training tutorial in InDesign publication design software and WordPress
- Excellent opportunity to develop communications materials for your portfolio
- Great experience writing for a public audience
- Networking opportunity with professionals interested in local food issues and sustainable community development
- Experience volunteering with a non-profit organization

How to apply:

- Please follow application instructions listed on page 1. In addition:
- Write a one-paragraph pitch of a topic that you would like to write about as a feature article
- Please include 2-3 relevant samples of your writing (ie. news articles, newsletters, papers)

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SFU Local Food Project Student Planning Committee

The SFU Local Food Project is largely volunteer run, and we're looking to build a student planning committee to help guide the vision and direction for current and future project activities. If you are interested in event planning, program development, community gardening, and brainstorming creative ideas for workshops and community engagement activities on campus, becoming involved with the Committee is a great opportunity to build valuable leadership skills! If you have experience working in non-profit organizations or organizing around local food/food security/social or environmental justice issues, we'd love to have you.

Main roles include:

- Attending Planning Meetings to assist in planning the Urban Agricultural Skills Training Program
- Assisting with overall Project visioning, strategic planning and organizational development
- Assisting with funding development strategies
- Attend Project Advisory Committee meetings as appropriate

Skills and Qualifications:

- Knowledgeable about local food issues, food security, sustainable community development and social/environmental justice issues
- Demonstrated leadership experience in a volunteer, community organizing, or work capacity
- Experience volunteering or working in non-profit organizations
- Experience with event planning, program development, and strategic planning an asset
- Experience fundraising/ grant writing is an asset
- Experience with/interest in community gardening/ urban agriculture an asset
- Interest in gaining skills in organizational development
- Interest in institutional food purchasing policy/procurement an asset
- This positions is open to both undergraduate and graduate students

Commitment:

- An average of 5-10 hours per month from May 1st - August 2010, with strong possibility of extension into the Fall Semester

Benefits:

- Gain experience in program development, event coordination, strategic planning, visioning and organizational development
- Networking opportunity with professionals interested in local food issues and sustainable community development
- Experience volunteering at a planning level with a non-profit organization

How to apply:

- Please follow application instructions listed on page 1, clearly outlining the skills and experience you bring to this position as well as any visions/ideas you have for the project and would like to take on during your term on the Planning Committee.