

# OCFSN Public Policy 2023-24

## Intern Position Description

### Position Description:

**Position title:** Public Policy Intern

**Reports to:** OCFSN Farming for the Future Working Group Coordinator

**Location:** Remote (optional Oregon travel for OCFSN events)

**Employment Type/Hours:** Internship, part-time, contracted (**approx 10 hours/week**). Intern will be a contracted position and will be supplied a 1099 tax form

**Timeline:** This is a five month, 10 hour per week internship starting around November 6th, 2023 through March 31st, 2024. This is approximately 22 weeks at 10 hours/week, and not to exceed 220 hours for the duration of the internship. Some weeks may require more hours and others may require less.

**Compensation:** \$5,500 for the full duration of the contract (\$25 per hour) to be paid at \$1,100 per month. Educational opportunities about the Oregon Legislative process, food systems policy creation and advocacy, and how statewide networks are coordinated are part of the position. There are no health or paid-time-off benefits included in this position.

### About Oregon Community Food Systems Network (OCFSN):

OCFSN is a collaboration of nonprofit organizations and allies dedicated to strengthening local and regional food systems to deliver better economic, social, health, and environmental outcomes across the state. The network hosts three staff members who support six statewide working groups: Diversity, Equity, and Inclusion; Farming for the Future; Food Hub; Policy; VeggieRx; and NRM RFBC State Team. Learn more about our mission, vision, equity statement, and goals here: <https://ocfsn.org/vision-mission>

### Position Overview:

The Oregon Community Food Systems Network (OCFSN) is committed to building our members' individual and collective capacity to engage with and influence public policy to achieve an equitable, sustainable, and resilient food system. This is accomplished through two working groups: Community Food Systems at the Oregon Legislature and the Public Policy Skills and Engagement Opportunities.

Led by members and supported by the OCFSN Policy Intern and staff, these working groups create a forum for members active at the Oregon Legislature or other policy venues to learn and support the priorities of other OCFSN members, external partners, and organizations focused

on justice. Prioritizing information sharing and education, these working groups support opportunities to build the Network's engagement/advocacy capacity and skills.

Since 2018, the OSU Center for Small Farms and Community Food Systems has hosted a Public Policy Intern to support the work of member organizations to collaborate on food systems policy priorities specifically during Oregon Legislative sessions. In 2023-24, November-April, OCFSN will host a Policy Intern to support the collective policy work for the 2024 Oregon Short Session and educational programming of the Public Policy Skills and Engagement Opportunities Working Group.

## **Scope of Work:**

### **Community Food Systems at the Oregon Legislature Working Group:**

- Schedule and attend monthly Working Group meetings with core partners, keep notes, and provide meeting follow up
- Update and maintain the OCFSN 2024 Legislative Session Bills Matrix and Bills to Watch documents with guidance on priorities from members
- Bottomline logistics (invites, tech) for 2 OCFSN virtual (Zoom) mini-convenings on policy priorities and legislative outcomes
- Write 2-3 articles on working group outcomes for the OCFSN newsletter
- Write a report on outcomes of bills in Bills We Watched in April 2024. Share on working group lists and full Network newsletter

### **Public Policy Skills and Engagement Opportunities Working Group:**

- Support the scheduling, invites, creation of meeting materials, and meeting follow up for OCFSN's monthly virtual Farm Bill series
- Bottomline logistics (invites, tech) for Farm Bill series
- Complete report for Farm Bill series outcomes in April, 2023

## **What You Will Learn:**

- First-hand knowledge of Oregon's legislative process
- How to read and understand complex policy documents and websites
- How partners across Oregon come together to support and craft food systems policies
- How to support a large, statewide team with diverse - and sometimes opposing - stakeholders
- How a statewide network of food systems organizations is organized and functions to support a broad array of food systems work

## **To Apply:**

To apply, email the below materials to [andrew@ocfsn.org](mailto:andrew@ocfsn.org) with OCFSN Policy Intern Application as the email subject. Applications will be open on October 3rd and close October 20th.

Interviews held the week of October 23rd. We hope to start the position around November 6th.

- Your name and contact information

- Your resumé (as an attachment, PDF preferred)
- A letter (up to 2 pages or 1000 words) describing (1) why you are interested in this position and (2) how your skills and experience prepare you for carrying out the position duties listed above. (also an attachment, PDF preferred)

If you have questions or accessibility needs please contact Andrew Collins-Anderson,  
[andrew@ocfsn.org](mailto:andrew@ocfsn.org)

OCFSN is committed to the work of improving our diversity and inclusiveness. Our best work engages people who reflect the multifaceted communities we work in. We encourage applicants who would expand the diversity of lived experiences within our team.