1. **Name:** Northeast Organic Farming Association of NY (NOFA-NY)

2. **Organization Description:** NOFA-NY is a statewide non-profit organization of farmers, gardeners, consumers, and businesses established in 1983 to create a sustainable regional food system which is ecologically sound and economically viable. Through demonstration and education, NOFA promotes land stewardship, organic food production, and local marketing. NOFA-NY brings consumers and farmers closer together to make high quality organic food available to all people. Our company has 2 primary office locations – one in Binghamton which is responsible for the certification of farms and the one in Rochester which is where we coordinate our Education and Outreach programs.

3. **Position Name/Job Title:** Education Outreach Intern

4. **Position Context:** The Education Outreach intern will help support our current educational programs. The intern will help coordinate on-farm field days and conduct the full season evaluation of the series—analyzing the amount of learning achieved by farmers and making recommendations for future education based on results. The intern will also support components of grant writing and reporting, which supports NOFA-NY education programming. Finally, the intern will represent NOFA-NY at agricultural outreach events.

5. **Position Description:** Primary responsibilities: Provide support to the farm-based education programs. Follow-up with farmer-hosts and help arrange field day logistics, prepare and analyze evaluations to measure knowledge gained from programming. Support conference workshop and logistics planning for the upcoming January organic farming and gardening conference. Prepare outreach materials and represent NOFA-NY at a few farm-based and/or consumer-based outreach event.

6. **Basic Qualifications and Preferred Experience:** Interest and/or experience in organic agriculture. Interest in helping to grow the NYS sustainable agriculture movement. Strong computer and people skills required. Good writing skills needed. Valid driver’s license helpful. Willingness to work as a team player.

7. **Work Schedule:** 40 hour work week of 8:30 – 5 pm Monday – Friday subject to 20% release time for community engagement projects. Occasional flexibility in weekly schedule to attend field days or outreach events.
8. **Expected Outcomes (for intern):** A specific work plan for outcomes will be determined with the intern in the Spring 2013. Intern will gain knowledge and experience in farm-based educational program planning and follow-through, evaluation administration and analysis, grant writing and reporting, and effective outreach to a constituency.

9. **Location of Assignment:** NOFA-NY, 249 Highland Drive, Rochester, NY 14620