*Position Description Template and Example  
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# Organization Name

## Organization Website

Enter organization website URL so that students can learn more about your organization.

## Organization Description / Mission *(100-150 words)*

Type a description of the organization, including the services your organization provides, the population your organization serves, and your organization's mission and goals statement. This section provides an opportunity to share what drives the organization. A description of the organization's purpose and values will help students identify organizations that align with their values and personal missions.

## Position

Type the name of the intern position title. Having a specific title, such as "Community Outreach Intern" helps students identify opportunities that are aligned with their interests.

## Intern Roles/Responsibilities

* List the specific work tasks, projects, or assignments that the intern may work on. Provide the list in bulleted format.

Identifying the possible roles/responsibilities of an intern provides students with a greater understanding of the professional development opportunities they will be exposed to during their internship. This will help students identify the tangible skills they will have the opportunity to enhance or develop. Assignments may be challenging but should be attainable.

## Qualifications and Requirements

* List preferred intern qualifications or skills in bulleted format
* Include any specific scheduling requirements here like the need to be available to work on weekends or nights, etc.

While an intern may have existing skills and experience, an intern is not expected to have mastered specific professional or technical skills when they begin the internship. One of the goals of an internship is to provide an opportunity for students to learn, practice, and hone professional skills under the supervision of an experienced professional.

## Organization Hours of Operation/ Required Student Availability

Outline the days and times during which an intern can expect to complete hours at your organization. Include any specific scheduling requirements here like the need to be available to work on weekends or nights, etc. This information is particularly vital for students as they consider their existing and future schedules and their availability to complete hours at your organization. In addition to completing their internships, students will be attending classes, completing course assignments, possibly working part-time, etc. Our goal is to ensure that the student(s) assigned to your site have sufficient availability in their schedules to work at your site and complete their hour requirements.

# Farming for Change

## Organization Website

<http://farmingforchange.org>

## Organization Description / Mission

At Farming for Change (FFC), our mission is to strengthen partnerships between California's family farmers and their communities in order to build a more sustainable food system in the state, awaken people to the possibilities of agricultural innovation, and inspire participation in this movement.

Through education, advocacy, and actual on-the-ground infrastructure projects, Farming for Change works on issues including food, farming, climate change, sustainable living, waste, and healthy school food on the local and state levels as well as implementing a youth educational program and offering technical assistance to farmers.

## Position

Youth Educational Program Assistant Intern

## Intern Roles/Responsibilities

* Provide general assistance to the Youth Educational Program Director.
* Conduct in-person outreach to local youth-serving organizations, teen centers and churches that serve students in the Long Beach area.
* Achieve target of 25 new students enrolled before the end of the current school year.
* Provide direct service to clients.
* Assist with planning and carrying out community events.
* Attend quarterly Climate Resilience Workshops.
* Participate in weekly check-in meetings with the Executive Director.

## Qualifications and Requirements

* Proficient communicator with interpersonal, written, and oral communication skills.
* Organizational skills with a commitment to ethical and accountable practices.
* Flexibility: can adapt to changing community or team needs.
* Ability to work independently and as part of a team.
* Ability to interact well with diverse persons, organizations, and groups.
* Creative problem-solving skills; can resolve program issues and problems.

## Organization Hours of Operation/ Required Student Availability

* Monday: Closed
* Tuesday - Friday: 8:00am - 5:00pm
* Saturday - Sunday: 12:00 noon - 4:00pm

The majority of student intern work would be accomplished Tuesday through Friday between 9:00am and 5:00pm. Community events and workshops are held on occasional Friday and Saturday evenings and Sunday afternoons.