



Job Title: Revere Food Economy Intern

Department: Healthy Community Initiatives

Location: Revere City Hall, 281 Broadway, Revere, MA 02151

Hours: Up to 15 hours weekly

Salary: \$15.00 per hour

Contract: January 1, 2019 – June 30, 2019 (review pending and funding)

DESCRIPTION:

Under the supervision of the Director of Healthy Community Initiatives Department, the HCI Food Economy intern will provide support and assistance for research and development of Revere on the Move's food justice strategy.

The intern will gain experience managing logistics and promoting Revere's Food Economy. Duties include leading planning meetings with staff and stakeholders, promotional material and outreach design, social media and city-wide communications, event coordination and logistics, and regular visits to businesses, project sites, and with stakeholders. The intern will also be responsible for working with City staff to collect data on the project's success and a final report.

ESSENTIAL FUNCTIONS:

The essential functions or duties listed below are intended as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logically assigned to the position.

- Food Economy research and development
- Build an evidence-base to advocate for the incorporation of a food system perspective in the future urbanization and development of the City of Revere
- Identify implementation strategies to improve local economic development while addressing issues of health and social equity
- Assist with coordination of implementing a framework and operating system for upcoming Food Truck and Food Peddling ordinance which will create a policy change for food vendors in the city
- Performs other related duties as required

QUALIFICATIONS:

- College degree and master's degree preferred
- Experience in coalition building and/or community organizing, project management
- Experience in Public and/or Community Health

- Means of transportation to visit all parts of Revere including regional cities and towns
- Willingness to work a flexible schedule, including evenings and weekends
- Bi-lingual English-Spanish or English-Arabic (both written and spoken) preferred

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge:

- An understanding of new economies like the sharing and food economy
- General familiarity of public health, especially the social determinants of health
- Cultural competency towards multi-ethnic communities
- Knowledge of Google Office Suite and Drive applications
- Knowledge of operation of standard office equipment, e.g. computers, fax, phone, printer, photocopier, and scanner.

Skills:

- An understanding of quantitative and qualitative research techniques
- Strong time-management skills. Highly effective communication skills, including written and public speaking skills
- Strong problem solving and interpersonal skills

Abilities:

- Ability to lift and carry between 10 and 15 pounds
- Ability to manage and manipulate large amounts of data in Excel
- Ability to organize time efficiently; prioritize multiple tasks and adjust workload as needed in a team environment

PHYSICAL ENVIRONMENT:

Work is primarily performed in an office environment. The work involves sitting, standing, walking and stooping. The employee may be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

The City of Revere is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status, or any other legally protected basis, in accordance with applicable law.

Interested and qualified candidates should submit a resume and cover letter to jobs@revere.org by 5 p.m. Friday, March 15, 2019