



**ANNOUNCEMENT OF INTERNSHIP OPPORTUNITY**

**Student Intern, Homegrown Minneapolis (HGM)  
March-June/August\*, 2012**

**Background and Project:**

Paid internship opportunity is available with the Minneapolis Department of Health and Family Support (MDHFS) for a graduate student seeking a degree in public health, public policy, agriculture, urban planning, or equivalent master's program; dual degree students are encouraged to apply. This is a paid internship for 10-15 hours/week and involves helping to coordinate the Homegrown Minneapolis initiative and assist in the staffing of the Minneapolis Food Council. Homegrown Minneapolis is a citywide initiative to increase the consumption, growing, processing, distribution, and composting of healthy, sustainable, locally grown foods by all Minneapolis residents. Key Partners include the members of the Minneapolis Food Council, the Mayor's office and the City Council, City Departments and Community stakeholders. **\*Duration of internship is dependent upon continued funding and performance.**

**Assignment Responsibilities:**

Support Food Council and HGM Initiative

- Assist in staffing the Homegrown Minneapolis Homegrown Food Council, Working Groups, and community meetings, including assisting with meeting logistics.
- Maintain and update the Homegrown stakeholder list and send out stakeholder notices.
- Review website materials, update and make recommendations for improvement as needed.
- Oversee volunteer HGM youth leaders who attend Food Council meetings and identify other strategies to engage youth in this work.
- Assist in implementation of HGM projects.
- Other duties as assigned.

**Research and Reporting:**

- Track community garden and farmers market data for the Local Food sustainability indicator.
- Assist in writing meeting materials, press releases, reports, evaluations and presentations.
- Work on researching and developing emerging project ideas.
- Provide leadership for identified working group(s).
- Research the work of other cities on food-related issues.

**Knowledge and Skills Preferred:**

- Knowledge and interest related to obesity prevention and healthy food environments.
- Knowledge of urban agriculture/gardening, local food systems, or healthy eating initiatives preferred.
- Strong skills and experience in managing time well and building relationships to move projects forward.
- Strong analytic skills and ability to synthesize information for a variety of audiences.
- Excellent listening, written and verbal communication skills and ability to present information and ideas accurately, effectively, and concisely for a variety of audiences.
- Experience working with community residents and organizations, especially low-income populations and communities of color.
- Knowledge and familiarity with diverse cultures, beliefs and lifestyles.
- Ability to work in an environment which requires flexibility, responsiveness, and multi-tasking.
- Proficient skill set in all MS Office Applications, including electronic communication.

**Required Qualifications:**

Applicants must be a current student in a public health, public policy, agriculture, urban planning, or equivalent master's program.

**Salary:**

\$14.28-\$15.74/hr; 10-15 hours per week

**How to Apply:**

In order to be considered, cover letter and resume must be received no later than **10:00 am, February 10, 2012.**

**Email, fax or mail your information to:** Minneapolis Department of Health and Family Support  
ATTN: Kim Stringfellow  
Homegrown Minneapolis Intern  
250 S 4<sup>th</sup> Street, Room 510  
Minneapolis, MN 55415  
612-673-3528  
612-673-3866 FAX  
[Kim.Stringfellow@minneapolismn.gov](mailto:Kim.Stringfellow@minneapolismn.gov)

**For additional information regarding the Minneapolis Department of Health and Family Support and Homegrown Minneapolis visit us at: <http://www.minneapolismn.gov/health/index.htm>**

**BACKGROUND CHECK:** The City has determined that a criminal background check and/or qualifications check will be required for this intern position.

If you need this material in an alternative format please call (612) 673-2301 or TTY (612) 673-2157 (General City Information). Please allow a reasonable amount of time for special needs accommodation. Deaf and hard-of-hearing persons may use a relay service to call 311 agents at (612) 673-3000. TTY users may call (612) 673-2157 or (612) 673-2626.