



## NOFA-NY Internship Opportunity

### Internship Position - Media Asset Management and Event Planning Intern

#### About NOFA-NY:

NOFA-NY is an organization of farmers, gardeners, and consumers working together to create a sustainable regional food system that's ecologically sound and economically viable. Through demonstration and education, we promote land stewardship, organic food production, and local marketing. We bring consumer and farmer together to make high-quality food available to all people. NOFA-NY is a growing not-for-profit, USDA-accredited organic certification agency, whose primary purpose is to provide high integrity certification services to 1,200 organic farmers and processors throughout New York State and surrounding areas.

#### Responsibilities:

1. Media Asset Management (WordPress, YouTube, etc.): (60% Time)
  - Organize, categorize, and maintain media assets including photos, videos, and graphics.
  - Prepare media assets for use in various publications, ensuring they meet quality and format requirements.
  - Collaborate with the communications team to source and manage content.
2. Event Planning Support: (30% Time)
  - Assist in planning and preparing for regional and smaller technical events.
  - Coordinate event logistics such as venue setup, participant registration, and material distribution.
  - Support the execution of event-related activities, ensuring smooth operations.
3. General Staff Support (10% Time)

#### Qualifications:

- Strong organizational skills with an attention to detail.
- Proficiency in using media management software and tools.
- Excellent written and verbal communication skills.
- Ability to work independently and as part of a team.
- Interest in organic agriculture and familiarity with NOFA-NY's mission and programs is a plus.
- Experience in event planning or media production is preferred but not required.

#### Internship Details

- Location: Remote
- Duration: 150 hours over 10-15 weeks (10-15 hours/week)
- Compensation:
  - \$15 per hour for undergraduate students
  - \$18 per hour for graduate students

*This opportunity is intended to support historically underserved and underrepresented students that are interested in exploring career pathways in the organic industry through paid internships.*

To apply, please fill out this [application](#).

Join NOFA-NY and contribute to creating a sustainable, organic food system while gaining valuable experience in media management and event planning!