JOB DESCRIPTION

Under the direct supervision of the AS Sustainability Dining Consultant, the Database Management and Project Planning Intern primarily works on developing, analyzing, and improving databases used for research and decision-making needs of the campus food system. The Database Management and Project Planning Intern(s) will also work on planning potential Real Food Challenge projects and events for the upcoming 2016-2017 academic year. Internships may carry over and continue after the summer if needed.

Potential candidates must be passionate about building a more sustainable food system by impacting change in agriculture and the food supply chain.

10 to 15 hours per week, Associated Students Sustainability is willing to work with your major and/or minor department for 2 to 3 hours of academic credit.

Please send resumes with a short statement of interest to jcayaban@mail.csuchico.edu and CCed to ntimmons@csuchico.edu

RESPONSIBILITIES

Manage, analyze, and improve food procurement databases (MS Excel and Google Docs).
Research sustainable and ethical alternatives as needed to existing food sourcing practices.
Attends and contributes ideas in planning meetings for future programs, projects, and events.
Develop marketing plan and materials to promote future events (example: Food Day).
Other duties as assigned and needed by AS Sustainability or the Real Food Challenge.

QUALIFICATIONS

Passion for sustainability in our food and agricultural systems.
Familiarity with Microsoft Excel and Google Docs, previous database or research experience a plus.
Strong organizational skills, experience planning events a plus.
Ability to multi-task, prioritize, and meet deadlines.
Great communication skills.