



Internships

Spring 2019

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SLOW FOOD **UW**

...is driven by the dedication of UW students volunteering to help promote “good, clean and fair food for all”. We hope the campus and larger Madison community can bridge differences and celebrate our unique backgrounds through food and conversation. We work hard to make local, community-conscious food accessible and delicious!

...is a campus chapter of SLOW FOOD **USA**

Welcome to the table! We inspire individuals and communities to change the world through **food that is good, clean and fair for all**. As the Slow Food movement grows, we stay true to these core values for all:

GOOD

- Believe that delicious nutrition is a right for everyday life
- Cultivate joyful connections to community and place
- Advocate for diversity in ecosystems and societies

CLEAN

- Protect natural resources for future generations
- Help people and the environment depend on each other
- Promote food that is local, seasonal, and sustainably grown

FAIR

- Build local cooperation and global collaboration while respecting all laws
- Require no prerequisite or credential for participation
- Fight for dignity of labor from field to fork

-slowfoodusa.org

...and a part of the **INTERNATIONAL** SLOW FOOD movement

“Slow Food is a global, grassroots organization, founded in 1989 to prevent disappearance of local food cultures and traditions, counteract the rise of fast life and combat people’s dwindling interest in the food they eat, where it comes from, and how our food choices affect the world around us.

We believe everyone should have access to good, clean and fair food.”

-slowfood.com

SLOW FOOD **UW: a bit of history**

2007: Genya Erling founds Slow Food UW

Many years ago, a group of students began gathering to cook & eat together in the kitchen of the old School of Human Ecology building. They focused on connecting local farmers with campus. Soon, interest outweighed the space.

Slow Food UW Moves to **The Crossing**

The beloved Crossing community & building that serves as our on-campus center of operations, commercial kitchen, meeting hub and second home during the school semesters provided the space and support needed for Slow Food UW to expand into the projects as we know them today.

2013: Non-profit status received

This means that we are a non-profit business tax-exempt under section 501(c)(3) of the Internal Revenue Code. The lengthy process of receiving our 501(c)(3) status means that we do not pay taxes on the profit of our activities, we can solicit tax-exempt donations, and we are eligible for grants that require official recognition of the nature of our organization.

2017: 10-year anniversary

We celebrated our 10-year anniversary and organization's achievements at our annual Gala. We invited six prominent chefs from the Madison food scene to serve cocktails and dinner at Graze. With the hard work of directors, interns, and featured chefs, the event was a success and we were able to raise over \$3,000 to fund our South Madison Projects.

SLOW FOOD UW: project origins

Family Dinner Night (FDN)

Genya's original get-togethers grew into FDN, a \$5 three-course community meal held every Monday of the semester at 6:30pm. Restaurants, student organizations, Slow Food interns, and alumni are invited to guest chef a meal. FDN interns strive to make local, tasty eats affordable, allowing attendees to easily build time to eat with others into their busy schedules.

Café

Despite serving up to 120 people on a weekly basis, FDN could not meet the insatiable appetites of the campus community. Thus, Café was born. From 11:30-1:30pm each Wednesday of the semester, students & community members stream into the Crossing's basement. Each week, a new set of entrees, side dishes, and desserts are planned and sourced by our interns based on local and seasonal availability. Café often partners with different cultural organizations on campus to create a myriad of cuisines for all to enjoy.

South Madison

The persistence of Shelbi Jentz is often credited with the beginnings of our South Madison projects. This branch of Slow Food UW consists of a network of connections that began with local activist, farmer, and South Madison Farmer's Market Manager, Robert Pierce, as well as with the Boys and Girls Club. It has continued to grow with a focus on building connections with youth in the South Madison community and their families. Dr. Margaret Nellis works with South Madison Directors to lead a class that allows to interns to share the challenges & successes of their internships while understanding the context and rich history of the South Madison community.

Outreach

Originally titled "Farm to University", the Outreach team seeks to connect Slow Food UW with the university community to increase education and engagement with a community-based food system and culture. This mission is upheld through cooking workshops hosted for groups and individuals on campus, in which locally sourced, seasonal food is used. These workshops serve as a space for participants to discuss food

culture and their own connection to it. Cooking nights are collaboratively designed to suit the needs and interests of the partnering organizations. Participants also gain teamwork skills and build relationships - all while cooking and sharing a meal together.

Finance

Our miracle-working Finance team has grown along with the organization. Originally tasked with maintaining consistent budgets, finance interns have also begun tackling fundraising projects to make SFUW a self-sustaining organization. They write grants from various sources such as the state, the Morgridge Center for Public Service and the Willy Street Co-op and help put on our annual Gala. These funds help us cover the cost of leasing the kitchen space, running workshops & events in South Madison and for Outreach, and other expenses that helps SFUW better support our mission. Interns learn the financial responsibilities of operating a non-profit business and commercial kitchen.

Communications

Social Media is a cinch to our Communications team. Our Communications team collaborate to keep SFUW's Facebook, Instagram, Website, Newsletter and all of their corresponding accoutrements updated as engaging community resources. The myriad of SFUW events & partnerships become decipherable thanks to the Communication team's commitment to connecting community members with the organization.

Evaluation

For the first time ever in the Spring of 2019, Slow Food UW is adding an evaluation team to better assess the impact of our work. We need help telling our story to our community and funders, as well as reliable data to help us strategically determine which direction to take our organization.

SLOW FOOD UW: all about the internship

Internships with Slow Food UW allow UW-Madison students to engage with food system issues according to their interests & availability. As a student-run organization & business, membership changes each semester which provides flexibility to fit the needs of the individuals involved.

the structure of internships

Commitment

Internships are only available to students and require a minimum of a one semester commitment. Applicants that identify a willingness and ability to stay longer than one semester will gain the most skills and knowledge from SFUW and will thus be prioritized during the hiring process. Once you are an intern, you are given priority over new applicants for different positions in Slow Food UW. This is an incredible benefit to our hard-working, valued interns because it gives them the opportunity to gain a diverse range of new experiences. Re-hire from semester to semester is contingent upon successful completion of the internship and adherence to the responsibilities and expectations below.

Receiving Credit for Your Internship (optional)

Many interns seek credit for their semester-long commitment to SFUW. There are several faculty members that often advise the interns of certain projects: Dr. Margaret Nellis generally offers credit to South Madison interns & Dr. Lydia Zepeda generally offers credit to Outreach interns. However, interns in all projects are welcome to make arrangements with other professors to receive credit for their work. The credit is received through an independent study with requirements that vary depending on the credit advisor. We recommend making arrangements to receive credit at the end of the semester prior to beginning your internship.

Successful Completion of Your Internship

Juggling the commitment of a SFUW internship on top of school, work and other extracurriculars (and a social life!) can be a tricky balance. Different internship positions

have different day-to-day requirements and expected time commitments so that individuals can match their interest, capacity and schedule to these expectations.

SFUW requires all interns to meet the goals that they and their advisor set throughout the semester if they are receiving credit, as well as the organization's responsibilities and expectations as listed below. With completion of the internship at the end of the semester, interns are able to list their experience on their resume and are able to request an official letter of recommendation from their project director.

responsibilities and expectations

The specific responsibilities of each internship vary by project and position and can be found in the position description. All interns are expected to participate in SFUW events throughout the semester.

Cross-Project Volunteering

This is the best way to get to know all the people and projects in Slow Food UW. We expect that everyone cross volunteers at least once during the semester. However, we encourage everyone to volunteer once in each project, especially if you consider any leadership positions.

Mandatory Meetings

There will also be **three mandatory meetings** over the course of the semester. One will be held at the beginning of the semester, halfway through, and at the end of the semester. These meetings are approximately 1.5 hour each, and usually take place on a Fridays or weekends. We're not a big fan of meetings for the sake of meeting, but these casual get-togethers are potluck style and allow interns to share their internships experiences.

Socials

We hold a few socials a semester that allow interns to better get to know one another outside of Slow Food. They are typically held at directors or interns apartments, or local restaurants. Although these are not required, they are so deliciously fun!

internship goals

- Interns will develop a better understanding of food system & food justice issues on local to global scales.
- Interns will better understand food access issues of various Madison communities.
- Interns will develop strong leadership abilities and organization skills that will aid them in their chosen field.
- Interns will develop relationships and connections within the Slow Food UW & greater Madison community.

diversity & inclusion

Slow Food UW is an inclusive organization that does **not** accept hate, xenophobia, racism, transphobia, classism, homophobia, religious intolerance, sexism, ableism, bullying, sexual abuse, physical abuse, verbal abuse, violence, or any related forms of assault.

We are committed to improving diversity and inclusion within our organization, including through this application process. We embrace diverse backgrounds and experiences, and believe that this diversity strengthens and beautifies the Slow Food UW community. Please do not hesitate to share any accommodations you may need to make this organization more accessible to you!

SLOW FOOD UW: internship descriptions & applications

Below are descriptions of our internships for Spring 2019. All UW-Madison students are eligible to apply. Students are welcome to apply to more than one internship, but will only be accepted for one position. Applications are reviewed on a rolling basis; and strong applicants will move into the interview round. We encourage all students interested in becoming SFUW interns to volunteer with the organization and learn more about the projects and internships prior to/during the application process.

Deadline to Apply:

November 25th, 2019 at 11:59PM

*Good, clean
fair food
for all*

SLOW FOOD UW: Family Dinner Night

Recruiting For:

2 Cooks

Interns Involved

4-5 cooks

1 director

Project Description

SFUW's first project, Family Dinner Night (FDN), is the product of the original get-togethers. FDN is weekly \$5, three course meal that invites students, staff, and community folk to dinner. Each semester restaurants, student organizations, Slow Food interns & alumni (and more!) are invited to host and guest chef a meal. FDN interns strive to make a local, seasonally inspired, affordable meal that allows attendees to easily build time to eat with others into their busy schedules. Anyone & everyone are welcome.

Please send your answers to the questions below and a resume to Elizabeth Geboy at:

elizabeth.geboy@gmail.com

1. What position are you applying for? Why are you interested in this position specifically?
2. How did you hear about Slow Food UW?
3. How do you interpret "good, clean, fair food for all"?
4. What makes you a good candidate for this position?
5. How do you feel you work in a team? And what role do you normally fill?
6. Please give an example of a time that you have adapted your behavior in a team setting based on constructive criticism.
7. What cooking experience do you have, if any, and why do you like to cook?
8. What is your schedule like for next semester? (Please include a schedule of classes, other jobs/internships/organizations, etc.)
9. Feel free to include any other information about you that you'd like us to know.

internship application: FDN Cook

Internship Description:

Plan, prepare, and serve dinner to ~140 community members every Monday night at 6:30 pm. With the chefs, or student organizations, you will plan a locally sourced, fair, clean meal that is within the budget of \$5 a plate. *credential available below

Average Time Commitment

Total hours spent planning, ***sourcing, preparing, serving, and cleaning: 13-15 hrs/week.

Responsibilities and Expectations

- Participate in sourcing local, fair food ingredients
- Four jobs will be divided among the FDN interns: a chef contact (emails and converses with chef ahead of their dinner date), a kitchen manager (keeps kitchen on task and check cleanliness), a recipe scaler (scales small recipes to 150 people), and internal finance (handles the money at market)
- Be a cooperative and contributing member of a team
- Weekend availability is important for sourcing (Saturday morning), prepping (Sunday afternoon), meal time (3-8pm Monday)

****credential: Supplier On Wheels (bike trailer)**

Description

So you like biking? So you don't like dependence on fossil fuels? This is a credential that you should consider! This not a specific internship but rather an extension of either an FDN or Café internship. Anyone in either of these projects may become a designated "Supplier on Wheels."

A few years ago, Slow Food UW and a community partner, Growing Power, were awarded a grant to build three beautiful bike trailers. They may now be used to source food from local markets and bring them back to The Crossing for use at our weekly meals! This credential does NOT require that you use the bikes every week to supply, it simply means that you COULD whenever you wanted to. This is not for the faint of heart, this is hard, fun work. You are reducing our environmental footprint and closing a valuable section of Slow Food UW's supply chain!

Average Time Commitment

N/A

Responsibilities and Expectations

- Must be applying for a Café Supplier or FDN Cook
- Must feel confident and comfortable on a bike
- Have a bike
- Attend a 20 minute training & bike inspection

How to add this credential to our application

Simply say in your application that you are interested in being a "supplier on wheels" in addition to Café Supplier or FDN cook.

internship application: FDN Director

Description:

Plan, prepare, and serve dinner to ~140 community members every Monday night at 6:30 pm. The guest chefs will be found by YOU (Madison chefs, student organizations, community groups), and you will start to schedule them over the summer. With the chefs, or student organizations, you will plan a locally sourced, fair, clean meal that is within the budget of \$5 a plate.

Average Time Commitment

Total hours spent planning, sourcing, preparing, serving, and cleaning: 14-17 hrs/ week.

Responsibilities and Expectations

- Participate in sourcing local, fair, food ingredients
- Coordinate with local chefs, student organizations and other community/campus partners to arrange guest chefs for each Monday night meal
- Help guest chefs prepare a menu
- Assist and lead interns throughout the week, answering any questions and stepping in for jobs that may need completion
- Be a cooperative and contributing member of a team
- Weekend availability is important for sourcing (Saturday morning), prepping (Sunday afternoon), meal time (3-8pm Monday)

SLOW FOOD UW: Cafe

Recruiting For

- 3 cooks
- 2 suppliers
- 1 head supplier

Interns Involved

- 4+ cooks
- 4 suppliers
- 1 head supplier
- 1 head chef
- 1 café director

Project Description

The SFUW Cafe is a student run, not-for-profit weekly cafe held every Wednesday from 11:30-1:30pm. However, even with limited hours, demand for good, homemade food is high, which necessitates our commitment to operating at the level of any other food establishment. We strive to offer locally sourced, sustainable food on the University of Wisconsin Madison campus for very affordable and transparent prices. As an intern, you are expected to help with prep (preparation of ingredients) on Tuesday afternoons and Wednesday mornings, service (serving the food) Wednesday from 11:30-1:30pm, and clean up afterwards. You will also be expected to attend a weekly menu planning meeting where the following weeks' menus will be decided.

Please send your answers to the following questions to Zoë Snyder (zsnyder@wisc.edu) including a resume.

1. What position are you applying for? Why are you interested in this position specifically?
2. How did you hear about Slow Food UW?
3. How do you interpret "good, clean, fair food for all"?
4. What makes you a good candidate for this position?
5. How do you feel you work in a team? And what role do you normally fill?

-
6. Please give an example of a time that you have adapted your behavior in a team setting based on constructive criticism.
 7. What cooking experience do you have, if any, and why do you like to cook?
 8. What is your schedule like for next semester? (Please include a schedule of classes, other jobs/internships/organizations, etc.)
 9. Feel free to include any other information about you that you'd like us to know.

internship application: **Cafe Cook**

Description

The SFUW Cafe mission is developed through the idea that each week's menu is crafted from scratch and with locally sourced, wholesome ingredients. We pride ourselves on the high quality food that is offered for an affordable price and appreciated by all customers diets. Menu planning takes place two weeks in advance of the corresponding service and involves crafting a seasonal, cohesive menu with the rest of the team, calculating ingredient amounts and developing a plan of action for the current week. Prep takes place on Tuesday afternoon and Wednesday morning and ranges from chopping veggies, oven roasting/baking, stovetop cooking and stock-making. Although this prep time can range from 4-8 hours, interns are able to work out a schedule with the rest of the team to meet school and work needs. Service begins at 11:30am on Wednesdays and involves an active process of plating, running and dishwashing. Cleaning begins when the Cafe closes at 1:30pm.

Average Time Commitment

10-12 hours/week

Responsibilities and Expectations

- Duties include menu planning, prepping, cooking, cleaning and service to over 200 people.
- Work well in a team acting as a leader while also making sure all cooks' voices are heard.
- Work well under pressure (previous experience in a restaurant and or kitchen is a plus, but not mandatory).
- Creative with menu planning, maximizing transparency, and sharing information about recipes and ingredients with our customers.
- Comfortable giving direction to volunteers.
- Calmly handle chaos as well as unexpected challenges and being quick on your feet.
- Having a divine taste in music is a plus!

internship application: **Cafe Supplier**

Description

The SFUW Cafe mission is developed through the transparency that is established with our menus. We spend time to craft our own menus that directly reflect what is available seasonally. The SFUW Cafe strives to be as transparent as possible with our sourcing and value the relationships made with each and every food producer, farmer and food establishment we work with. As a supplier, you will be attending farmers markets around Madison to purchase fresh produce and also help build connections with local wholesale suppliers. *credential available below

Average Time Commitment

10-12 hours/week

Responsibilities and Expectations

- Have an eagerness to get involved with the local Madison food scene.
- Research seasonality and farmers markets open during all four seasons
- Network with all different kinds of farmers ranging in food specialty, scale and ethnicity.
- Act as a liaison between the supplying chain and the kitchen.
- Excellent organizational skills and ability to stay on a budget.
- Being a morning person, with a great attitude and easy going approach to challenges is a plus!
- Be available to source on Saturday mornings
- Excellent communication skills to and willingness to build relationships with suppliers

****credential: Supplier On Wheels (bike trailer)**

Description

So you like biking? So you don't like dependence on fossil fuels? This is a credential that you should consider! This not a specific internship but rather an extension of either FDN or Café. Any one in either of these projects may become a designated "Supplier on Wheels." A few years ago, Slow Food UW and a community partner, Growing Power, were awarded a grant to build three beautiful bike trailers. They may now be used to source food from local markets and bring them back to The Crossing for use at our weekly meals! This credential does NOT require that you use the bikes every week to supply, it simply means that you COULD whenever you wanted to. This is not for the faint of heart, this is hard, fun work. You are reducing our environmental footprint and closing a valuable section of Slow Food UW's supply chain!

Average Time Commitment

N/A

Responsibilities and Expectations

- Must be applying for a Café Supplier or FDN Cook
- Must feel confident and comfortable on a bike
- Have a bike
- Attend a 20 minute training & bike inspection

How to add this credential to our application

Simply say in your application that you are interested in being a "supplier on wheels" in addition to Café Supplier or FDN cook.

internship application: **Head Supplier**

Description

The SFUW Cafe mission is developed through the transparency that is established with our menus. We spend time to craft our own menus that directly reflect what is available seasonally. The SFUW Cafe strives to be as transparent as possible with our sourcing and value the relationships made with each and every food producer, farmer and food establishment we work with. As a supplier, you will be attending farmers markets laround Madison to purchase fresh produce and also help build connections with local wholesale suppliers. The head supplier serves as the point of communication between the head chef and the supplying team.

Average Time Commitment

12-15 hours/week

Responsibilities and Expectations

- Have an eagerness to get involved with the local Madison food scene.
- Research seasonality and farmers markets open during all four seasons.
- Network with all different kinds of farmers ranging in food specialty, scale and ethnicity.
- Act as a liaison between the supplying chain and the kitchen.
- Scale up recipes as needed
- Excellent organizational skills and ability to stay on a budget.
- Being a morning person, with a great attitude and easy going approach to challenges is a plus!
- Being available to source on Saturday mornings
- Excellent communication skills to and willingness to build relationships with suppliers
- Facilitate communication between the supplying team and the head chef, as well as with other SFUW projects

internship application: **Head Chef**

Description

Along with the Cafe cooks, the Head Chef focuses on utilizing and prepping the ingredients that Cafe suppliers source locally for service (200-250 people). Besides the duties of a Cafe cook, the Head Chef is a leadership position within Cafe that allows an individual to further facilitate efficiency in the kitchen. This position requires organization, the ability to work under pressure, problem-solving, and strong communication skills. With the support and shared responsibilities of the cooks, the Head Chef is someone to look to for final cooking/food decisions and recipe specifications.

Average Time Commitment

12-15 hours/week

Responsibilities and Expectations

- Same responsibilities as Cafe Cook along with:
- Working with Cafe Director on progress/direction of the project as a whole
- Researching and interpreting specific recipes for each week's menu, calculating scaled-up amounts, and filling in the menu planning google document
- Designing a weekly, instruction document for prepping
- Help lead Wednesday, Cafe service (communicating with front-of-the-house cashiers with updated amounts, ensuring quality dishes to customers, etc.)
- Being familiar with recipes/instructions for each week (don't have to be an expert in all cooking methods, cuisines, etc., just knowledgeable enough to perform and answer questions while prepping)
- Promoting collaboration and cooperation among everyone in the kitchen

internship application: **Cafe Director**

Description

The Cafe Director position focuses on bridging between all aspects of Cafe (sourcing, cooking/prepping, serving, cleaning), while providing the structural meetings and guidance that allow Cafe to function. Besides helping in the kitchen, the Director lays out the structure of Cafe, including emailing potential cooperative organizations and food groups that you'd like to work with. Knowing the inner workings of Cafe is important, and clear organizational abilities is a must. The director also makes the weekly Facebook event.

Average Time Commitment

12-15 hours/week

Responsibilities and Expectations

- Seeing work in the kitchen through
- Working with Cafe Head Chef on progress/direction of the project as a whole
- Weekly Facebook event
- Emailing organizations, restaurants and student organizations to collaborate with for our events
- Help lead Wednesday Cafe service
- Coordinating between volunteers and interns of many backgrounds
- Availability on Tuesday afternoons and Wednesday mornings and afternoons

SLOW FOOD UW: South Madison

Recruiting for

- 2 teen snacks
- 1 snacks on the move
- 1 odyssey adventurer
- 1 odyssey explorer
- 4 snacks with scientists
- 3 market basket

Interns Involved

- 2 teen snacks
- 2 snacks on the move
- 2 teen cooking night
- 3 garden club
- 2 odyssey adventurers
- 2 odyssey explorers
- 4 snacks with scientists
- 4 market basket

Project Requirements

Slow Food UW South Madison is a great team of interns who do fun things like shop together at Farmers' Markets, cook and garden with the youth at the Boys and Girls Club, and eat delicious food with the youth in South Madison. We work hard to be involved in the community surrounding campus and learn how to think about as well as address food security and food justice issues. South Madison interns are encouraged to attend a weekly class with our lovely advisor where we read and think critically about food justice and segregation in Madison. The class/internship can be taken for credit and will count towards Global Health Field Experience, if applicable. Interns will be required to attend meetings Participation in Slow Food UW meeting, volunteering in other projects, and attending other South Madison events are also encouraged!

Please email all South Madison internship applications to Libby Schnepf and Clare Aeschbacher, eschnepf@wisc.edu and caeschbacher@wisc.edu by Sunday, April 8th at midnight, including a resume and cover letter, which must answering the following questions:

- 1) How did you find out about Slow Food UW?
- 2) How do you interpret “good, clean, fair food for all”?
- 3) How do you see food as a player in community engagement projects?
- 4) South Madison is a rich and diverse community. How have you experienced diversity in your life? How do you make efforts to be a respectful community member in the context of diversity in racial, class, and other identities?

internship application: South Madison Co-Directors

Description

The South Madison Co-Directors play an important role in supporting the South Madison interns with their projects. They divide duties such as project finances, emails, project logistics, and volunteering among them. An understanding of leadership, co-dependence and independence, and working in a chaotic atmosphere is important. South Madison is the largest project in Slow Food UW and requires a lot of time and attention. Dedication to community service must be highly prioritized.

Average Time Commitment

The time commitments of the South Madison Co-Directors vary greatly week to week. Prepare to put in anywhere from 10-15 hours a week supporting interns, attending class, and answering emails.

Responsibilities and Expectations

- Dedication to community service
- Prior knowledge of community development, racial disparities, and economic classism preferred, but not required.
- Willingness to work in a large group and with a co-director as a partner
- Open minded and flexible to new challenges and occasional chaotic working conditions
- Supporting interns in their projects with resources and tools necessary to succeed (ex. Transportation, emotional/mental support, volunteer coordinating, etc.)
- Attend weekly directors' meetings and South Madison classes (on Monday nights at 6:30pm)

internship application: **Teen Snacks**

Description

The goal of Teen Snacks is for college students to be positive mentors for teens that attend an after school program at the Goodman Library. Interns work to connect with the teens by sharing delicious and nutritious snacks or meals. Interns provide snacks each week and splurge once a month to create a larger meal for all the teens to enjoy.

Average Time Commitment:

3-4 hours per week prepping a snack or meal for 15 teens.

Responsibilities and Expectations

- Source locally
- Using public transportation or bike (if no access to car) to get to the Goodman Library
- Enjoy working with teens
- Able to engage teens and be keen listeners
- Good communication skills to maintain relationships with staff, teens, and fellow intern

internship application: **Teen Cooking Night**

Description

The goal of Teen Cooking Night is to show young adults that they can have a tasty meal or snack using healthy alternatives that they may not necessarily be used to. We want to introduce simple cooking skills through meals that they could recreate at home for themselves. It is also important to develop relationships with them. Teen Cooking Night is an after-school program hosted by The Taft Street Boys and Girls Club. The program takes place weekly in the early evening.

Average Time Commitment:

3-4 hours per week grocery shopping, planning, and hosting activities.

Responsibilities and Expectations

- Source locally
- Using public transportation or bike (if no access to car) to get to the Boys and Girls Club once a week
- Ability to plan source, and lead simple cooking activities once a week
- Enjoys working with teens
- Relaxed, easy-going, and comfortable with chaos
- Ability to be assertive and friendly at the same time
- Experience working with community partners preferred, but not required
- Good communication skills to maintain relationships with staff, teens, and fellow intern

internship application: **Snacks on the Move**

Description

The goal of Snacks on the Move is for college students to bring a healthy snack to participants of an older adult exercise class called Get Movin'. This is a fun chance to work out with the ladies of the Alzheimer's Association through the UW's South Madison branch. The women have a positive energy and love to try new things. You will get to be creative with providing new healthy snacks for after the work out class.

Average Time Commitment:

3-4 hours per week prepping a snack for an older adult exercise class.

Responsibilities and Expectations

- Source locally
- Using public transportation or bike (if no access to car) to get to the UW South Madison partnership space (on South Park St.)
- Enjoy working with older adults
- Good communication skills to maintain relationships with staff, older adults, and fellow intern

internship application: **Garden Club**

Description

Garden Club is intended to introduce kids to gardening and generate excitement about the garden at the Boys and Girls Club. We do indoor and outdoor planting activities, greenhouse tours (must plan with Boys and Girls Club staff) and educational lessons with the kids about food, the food system, plants, gardening, and nutrition. Like Teen Cooking Night, Garden Club is an after-school program hosted by The Taft Boys and Girls Club. It takes place weekly in the late afternoon.

Average Time Commitment:

3-4 hours per week grocery shopping, planning, and hosting activities.

Responsibilities and Expectations

- Source locally
- Using public transportation or bike (if no access to car) to get to the Boys and Girls Club once a week
- Ability to plan simple garden activities (gardening experience helpful but not required)
- Enjoys working with kids
- Relaxed, easy-going, and comfortable with chaos
- Good communication skills to maintain relationships with staff, kids, and fellow intern

internship application: **Odyssey Explorers and Adventurers**

Description

The UW-Odyssey Project offers a University of Wisconsin-Madison humanities class for adult students facing economic barriers to college. Odyssey provides 30 students each year with a challenging college humanities class with award-winning faculty. Classes meet once/week (Wednesday evenings) from 5:30-8:30pm for an entire academic year. Childcare is provided through structured programming, run primarily by Odyssey staff in collaboration with community partners like SFUW. SFUW interns work with the Odyssey Explorers (ages 6-10) and Odyssey Adventurers (middle and high school students). Interns bring snacks and a brief engaging activity to do weekly. They spend the rest of the time building relationships with the youth and assisting them with other literary activities conducted by the Odyssey staff. Please spend some time on the Odyssey website [www.odyssey.wisc.edu] exploring and learning about the program.

Average Time Commitment:

3-4 hours per week grocery shopping, planning, and hosting activities.

Responsibilities and Expectations

- Source locally
- Using public transportation or bike (if no access to car) to get to Villager Mall on South Park Street
- Ability to plan interactive activities
- Enjoy working with youth of all ages
- Good communication skills to maintain relationships with staff, youth, and fellow intern

internship application: **Snacks With Scientists (WID)**

Description

This internship involves providing snacks for elementary and middle school students participating in the Afterschool Expeditions program at the Wisconsin Institute of Discovery (WID) on Monday afternoons from 2:00-4:15pm. Interns create food related activities on topics such as the water cycle. Activities are paired with a snack that can be easily and interactively put together.

Average Time Commitment:

3-5 hours/week sourcing and prepping snacks/activities for 60 kids

Responsibilities and Expectations:

- Source locally
- Ability to plan interactive activities
- Basic scientific knowledge
- Actively engage participants in the snack workshop.
- Enjoy working young children
- Good communication skills to maintain relationships with staff, youth, families, and fellow interns

internship application: **Market Baskets**

Description

Market Baskets began as a weekly CSA-style delivery of fruits and vegetables where we partnered with Growing Power Milwaukee, an urban agriculture organization, who focuses on getting fresh food to low-access areas. The program has changed to reach more students on campus. Interns now source for the produce from Madison area Farmers' Markets biweekly, put together the baskets, and come up with a recipe that uses the produce in that week's basket. This is a great opportunity for those who are creative with marketing and cooking.

Average Time Commitment:

3-4 hours per week sourcing, prepping materials, advertising, and distributing the baskets

Responsibilities and Expectations

- Manage the online ordering account through Square
- Source basket contents from local grocers, farmers, and markets
- Communicate with customers and deliver good customer service
- Actively expand the program
- Distribute baskets to customers
- Generate recipes for the produce in the basket
- Brainstorm and participate in marketing and promotion

SLOW FOOD UW: Outreach

Recruiting for

- 2 community engagement interns
- 1 Outreach director

Interns Involved

- 4 community engagement interns
- 1 Outreach director

Project Requirements

Originally titled “Farm to University”, the Outreach team seeks to connect Slow Food UW with the university community to increase education and engagement with a community-based food system and culture. This mission is upheld through cooking workshops hosted for residence halls or student organizations, in which locally sourced, seasonal food is used. These workshops serve as a space for participants to discuss food culture and their own connection to it. Cooking nights are collaboratively designed to suit the needs and interests of the partnering organizations. Participants also gain teamwork skills and build relationships - all while cooking and sharing a meal together.

Please email all Outreach internship applications by November 25th at midnight to Kate Eberle (keberle2@wisc.edu) including a resume and cover letter, which must answer the following questions:

- 1) How did you find out about Slow Food UW?
- 2) How do you interpret “good, clean, fair food for all”?
- 3) What interests you about the position?
- 4) What skills or experiences do you have engaging and educating peers?

internship application: **Community Engagement Interns**

Description

The exact assignments of each intern will vary by week. This internship is an opportunity for you to gain relevant skills in communication, leadership, event planning, and creativity, while gaining knowledge on pertinent food-sustainability topics. In anything, but especially in being an Outreach intern, you get out what you put in. This ambassador role requires significant public speaking and communication skills. Expect to expand upon these skills as an Outreach Intern!

Average Time Commitment

Time commitments will vary from week to week, but expect to contribute at least 4 and at most 8 hours a week to this internship

Responsibilities & Expectations

- Attending a weekly Outreach team meeting (these meetings will often have a head or director of a partnering organization in attendance as well--for event planning purposes)
- Finding and/or creating recipes and menus that align with the goals of an event
- Locating sustainable sources of ingredients for said recipes, and being able to articulate why they are the ideal sourcing option
- Creating educational materials to hand out at events
- Leading participants at events through a recipe
- Serving as an ambassador for Slow Food UW at all Outreach events and during interactions with participants and partnering organizations

Internship application: **Outreach Director**

Description

The Outreach Director works with partnering organizations to host cooking nights and other events that further the mission of Slow Food UW. In Fall 2018, four cooking nights took place reaching a total of 60 participants. These were held at the Crossing. In these events, topics related to food were collaboratively chosen by the Outreach program and the partnering organization to be discussed and have educational materials made and handed out at the events. Early in the fall, we hosted three farmers market meet-up groups, to encourage people to check out the market and learn more about Slow Food! We also established a partnership with the SOHE preschool, preparing snacks and recipe cards with seasonal produce for the students of the preschool. It is the job of the Outreach Director to communicate and work with the partnering organization to design and implement these events. The Outreach Director should also actively seek to create new partnerships within the on and off campus community. Supporting the interns in their work is also a crucial job of the outreach director.

Average Time Commitment:

Expect to devote 4-8 hours a week to this internship

Responsibilities & Expectations

- Serve as the primary contact between the Outreach Program and partnering organizations
- Coordinate
 - Meetings with and for outreach interns once a week
 - Meeting times with partnering organizations before event
 - Payment for events
- Facilitate
 - menu/recipe formulation

- Handout and educational material formulation
- Sustainable sourcing

➤ Possess Skills

- Leadership
- Delegation
- Active Listening
- Critical Thinking
- Communication, both written and verbal
- Problem solving

SLOW FOOD UW: Finance

Recruiting for

- 1 Finance Director
- 2 Gala Interns
- 2 Fundraising/Grant writing intern

Interns Involved

- 2 fundraising/grant writing
- 2 gala interns
- 1 cafe finance
- 1 FDN finance
- 1 Finance director

Project Requirements

Requirements include attending finance meetings once a week (one hour), taking an active role in all finance team activities, and providing help to the team when needed. Finance meetings will take place on a regular day of the week depending on everyone's schedules. Additional requirements include helping out at Cafe and FDN and tracking weekly revenue.

Please send all Finance applications by Sunday, November 25th at midnight to Emily Sumner (esumner@wisc.edu) including a resume and cover letter answering the following questions:

- 1) How do you interpret our motto, "good, clean, fair food for all?"
- 2) Please describe the strengths that you bring to a team setting. Please include examples of relevant financial management/book-keeping experience (not required, but preferred).
- 3) Why are you interested in working behind-the-scenes at a non-profit organization like Slow Food UW?

internship application: **Fundraising/Grant Writing Intern**

Description

This intern will work to supplement Slow Food's revenue generating projects through organizing fundraisers and campaigns to ensure all SFUW projects are adequately financed. It requires a willingness to learn about all facets of SFUW while seeking financial support for our projects. Given our non-profit status, this position allows for innovation while exploring the multitude of funding opportunities now available to us. This person will set a fundraising goal at the beginning of the semester and create and execute a plan to meet that goal. This intern will work with the Finance Director and the other Grant Writing & Fundraising intern to keep track of finances, come up with creative fundraising opportunities, and plan and execute fundraisers. This intern will also work with the Finance Director to identify and apply for grants. No grant writing experience is required, just an enthusiasm to develop these skills.

Average Time Commitment

About 3 hours a week. May be more on weeks with fundraisers or grant applications due.

Responsibilities and Expectations

- Strategically plan our fundraising strategy and approach.
- Possess solid and persuasive writing skills.
- Clearly and concisely promote the history and mission statement of Slow Food to gain interest and financial support.
- Seek the advice and utilize the network of university faculty and staff as beneficial resources for fundraising ideas.
- Host and coordinate large community events directed towards fundraising.
- Communicate regularly with directors and project leaders to assess group needs and goals and compose grant proposals and fundraising opportunities accordingly.

- Attend weekly finance meetings.
- Be familiar with all SFUW projects through active participation in events that allows for persuasive and descriptive funding proposals.

internship application: **Cafe Finance Intern**

Description:

This intern is responsible for managing all of Cafe's finances. This intern will work together with the Cafe Director and Head Supplier to manage expenses within the weekly budgets, track Café profit, and coordinate the front of house during weekly services. The Cafe Finance intern works as a liaison between the Cafe team and the Finance Team, and maintains an open line of communication with the Cafe Director and Head Supplier as well as the Finance Director. This intern will also attend weekly finance meetings and will help assist the team with fundraising efforts as needed. Experience with creating and maintaining expense sheets is recommended. However, any candidate may apply as long as they have a willingness to develop these skills.

Average Time Commitment:

About 5-6 hours a week. Must be available on Wednesday late morning/early afternoon to manage cash boxes at Cafe.

Responsibilities and Expectations

- Closely monitor all of Cafe's finances--cash, Square Up, and Venmo
- Create weekly expense reports
- Work with the Cafe Director to establish weekly prices for cafe menu items.
- Manage cash boxes at Wednesday Cafes.
- Collaborate with the Finance Director to ensure that Cafe is a financially successful project while still maintaining Slow Food UW's value to share "good, clean, and fair food for all."
- Attend weekly finance meetings.
- Assist the Finance Team with other fundraising efforts as needed.

internship application: FDN Finance Intern

Description:

This intern is responsible for managing all of Family Dinner Night's finances. This intern will work together with the FDN Director to manage expenses within the weekly budget, coordinate pre-order ticketing, and track FDN profit. The FDN Finance intern works as a liaison between the FDN team and the Finance Team, and maintains an open line of communication with the FDN Director as well as the Finance Director. This intern will also attend weekly finance meetings and will help assist the team with fundraising efforts. Experience with creating and maintaining expense sheets is recommended. However, any candidate may apply as long as he or she has a willingness to develop these skills.

Average Time Commitment:

About 4-5 hours a week. Must be available on Monday evenings to manage cash boxes at FDN.

Responsibilities and Expectations

- Closely monitor all of FDN's finances.
- Create weekly expense reports.
- Manage cash boxes at Monday Family Dinner Nights.
- Collaborate with the Finance Director and FDN Director to ensure that FDN is a successful project while still maintaining Slow Food UW's value to share "good, clean, and fair food for all."
- Attend weekly Finances meetings.
- Assist the Finance Team with other fundraising efforts.

internship application: **Gala Intern**

Description:

The Gala interns are responsible for planning, coordination and executing the biggest Slow Food UW fundraiser of the year, the Gala, and the Annual Alumni Mixer. The interns are responsible for updating the directors at weekly meetings every 3 weeks to report on progress. The goals of the Gala are to showcase local chefs, put on an amazing event and to raise money for Slow Food UW. Without the Gala, many of our projects could not happen.

Average Time Commitment:

Average time commitment is around 5-7 hours a week. The week of the event can be significantly more.

Responsibilities and Expectations

- Choose a date & venue for the gala (usually Saturday or Sunday)
- Choose a date & venue for the mixer (usually the Friday before the gala)
- The gala usually has a more affordable after-party for interns at a local bar/venue
- Select 5-6 guest chefs & the menu for the Gala
- Coordinate advertising, invitations and ticket sales
- Coordinate a silent auction
 - Get items from local businesses
 - Get items donated from interns
- Meet with the various venues until all variables are sorted out
- Execute the Alumni Mixer, Gala & After Party.

internship application: **Finance Director**

Description:

The Finance Director is responsible for overseeing the finance team and monitoring the organization's financial position. The director must, therefore, coordinate both within the finance team itself--to ensure that the revenue generating activities are meeting budget amounts--and with the teams of other projects--to ensure that their funding requirements are met. The week-to-week work involves multiple trips to the bank, running the weekly finance meeting, participating in the weekly directors meeting, and checking-in on the accounts at least every-other day. Beyond these weekly responsibilities, the Finance Director is also charged with managing the organization's tax and legal compliance. This will involve quarterly and annual submissions to the Wisconsin Department of Revenue and the IRS. Leadership, budgetary, and spreadsheet experience is recommended. At the same time, however, a willingness to commit, learn, and work are more than compensatory.

Average Time Commitment:

Average 12-15 hours per week. Time commitment will vary week-to-week depending on organization needs and timing of fundraising activities.

Responsibilities and Expectations

- Oversee the responsibilities of the Cafe, FDN, and Fundraising interns
- Closely monitor the Slow Food bank accounts and ensure, as much as possible, that all receipts / disbursements accord to project-specific finance sheets
- Monitor Slow Food's adherence to the organization budget and adjust accordingly
- Approve and pay large expenses (e.g. taxes, rent, insurance, kitchen appliances)
- Attend weekly finance meetings and weekly directors meetings
- Create and file all forms required to maintain 501(c)(3) status
- Create and file Sales & Use tax returns and the annual report

SLOW FOOD UW: Communications

Recruiting for

- 1 Communications director
- 1 Communication Management/Social Media Intern

Interns Involved

- 1 Graphic Design/Photography Intern
- 1 Communication Management/Social Media Intern

Project Requirement

The Communications team is responsible for managing all social media accounts (mainly Facebook, Instagram, and Twitter) and the SFUW website. It is vital to connect both the campus and community with SFUW keeping the public up-to-date on major events, project highlights, and promoting community. Both the communications interns and director must have experience working with Facebook, Instagram, Twitter, and ideally (but not necessary) WordPress.

Please send all Communications applications by Sunday April 8th at midnight to Lily Johnson (ljohnson36@wisc.edu) including a resume and cover letter answering the following questions:

- 1) How did you find out about Slow Food UW?
- 2) Why are you interested in the position?
- 3) How do you interpret “good, clean, fair food for all”?
- 4) Please describe your experience with social media and working independently.

internship application: **Communications Director**

Description:

The role of the Communications Director is to share the story of Slow Food UW to the community in the hopes to engage our followers and further increase attendance to our events. The director is responsible for attending our events to curate content for our newsletters and other social media platforms. In addition, the director is responsible for overseeing two interns to ensure the weekly tasks are being completed. The overall goal of the Communications position is to oversee the daily tasks, create promotional content and create new ways to engage as many community members as possible.

Average Time Commitment:

About 10 hours a week

Responsibilities and Expectations:

- Create weekly newsletters featuring Slow Food events and other campus events
- Attend Slow Food events
- Oversee interns to ensure the Slow Food Brand is being communicated cohesively through all platforms in a timely manner
- Create advertising/promotions and set guidelines as to how they can be most effectively executed
- Continuing to implement new ways to engage new followers
- Attend weekly directors meetings
- Attend and lead biweekly communication team meetings

internship application: **Graphic Design/Photography Intern**

Description:

This intern will ideally have had experience working with the Adobe cloud (specifically in Design/illustrator and photoshop.) The goal of this internship is to gain experience designing and curating content to put on our social media accounts and around the campus. The projects will include taking professional style photos of our events, food and people. In addition, to design and execute promotional content for the organization and the individual events within. Both the graphic design and social media intern will collaborate to create a cohesive brand image on all of our social media platforms.

Average Time Commitment:

About 5 hours a week.

Responsibilities and Expectations:

- Curate, design and execute advertising promotions for print and electronic media
- Ideally will be familiar with adobe cloud (illustrator, Photoshop and InDesign)
- Works well independently and in collaboration with the rest of the communications team
- Ability to go to slow food events to take pictures
- Familiar and interest in photography

internship application: **Social Media/Communication Management Intern**

Description:

This intern helps to build relationships with the community via various forms social media, as well as by developing website content. The communications intern plays a crucial role in sharing the stories of Slow Food UW and connecting with other food justice and social justice work in the community. This intern will collaborate with the graphic design intern to create a cohesive brand image on all of our social media platforms.

Average Time Commitment:

About 5 hours a week.

Responsibilities and Expectations

- handle all social media accounts (Facebook, and Instagram)
- available to help the Communications director manage the website and various marketing projects.
- contribute to making the website more accessible through consistent blog posts; ideally familiar with WordPress
- available to attend Slow Food UW workshops and events
- works well independently with strong research skills

SLOW FOOD UW: Evaluation

Recruiting for:

1 Director

2 Interns

Interns Involved:

South Madison Evaluation Intern

Cafe/FDN/Outreach Evaluation Intern

Project Requirements:

Our evaluation project is brand new to Slow Food UW. This means that new directors and interns this Spring of 2019 will start from a blank slate and be tasked with developing this project. Developing this project will involve; researching best practices for evaluation in the non-profit sector, determining what metrics will help SFUW assess our impact, and implementing internal and external assessment tools into SFUW's operations. The goal is for SFUW to have better data that can be used to strategically guide our activities both in the short and long term.

Please send all Evaluation applications by Sunday, November 25th at midnight to Amina Maamouri (maamouri@wisc.edu). Include a resume and cover letter answering the following questions:

- 1) How do you interpret our motto, "good, clean, fair food for all?"
- 2) What experience do you have collecting and evaluating both qualitative and quantitative data? If none, why are you interested in gaining this experience?
- 3) What other skills/experiences do you possess that would qualify you to develop and implement evaluation metrics/practices in a student run non-profit like Slow Food UW?

internship application: **Evaluation Director**

Description:

The Evaluation Director will work in collaboration with other directors and evaluation interns to create both short and long term, internal and external evaluation metrics. These metrics, as well as how we retrieve data using these metrics, must be consistent across the organization and across time. These metrics will help Slow Food UW improve internal programs by adjusting to the needs of both our interns and the Madison community. This position is for someone with previous knowledge on evaluation and/or Slow Food UW. This is a great position for someone who is passionate about food, culture, and advancing social justice in Madison through the use of evaluation.

Average Time Commitment:

~5-6 hrs/wk

Responsibilities and Expectations:

- Attend SFUW weekly meetings and the 3 required org-wide meetings
- Coordinate with other directors and interns on evaluation needs
- Run weekly or biweekly team meetings
- Oversee a team of interns and assist them as needed
- Research evaluation best-practices for non-profits
- Create & streamline data collection techniques
- Convey findings to the organization

internship application: **South Madison Evaluation Intern**

Description

The South Madison Evaluation Intern will be tasked with creating and implementing evaluation metrics for this project. Our South Madison branch is our largest branch of Slow Food UW. It consists of nearly 7 projects that work with South Madison youth at 4 locations including the Boys and Girls, Goodman Library, Villager Mall, and the WID. The goal of our South Madison projects are to advance food justice by increasing familiarity with different foods, and teaching youth how to garden and cook. Every week, South Madison interns have a class during our Family Dinner Night meals on Mondays from 6:30-7:30pm where they learn more about food justice within the historical context of South Madison. We hope to improve how we run our activities using data, as well as assess our impact overtime with an ever changing group of youth and interns. Further, we hope to assess internship experiences to help reduce intern turnover.

Average Time Commitment:

~4hrs/wk

Responsibilities and Expectations

- Attend South Madison class on Monday's (option to receive credit!!)
- Attend all 3 required org-wide meetings
- Attend weekly or biweekly team meeting
- Determine evaluation metrics that can produce valuable feedback
- Convey findings to help interns improve throughout the semester

internship application: **FDN/Café/Outreach Evaluation Intern**

Description

This Evaluation Intern will be tasked with evaluating our campus facing projects. These include our Family Dinner Night (FDN), Café, and Outreach projects which work to bring local, seasonal food to students for an affordable price. The Evaluation Intern will be tasked with helping us assess trends in attendance, customer satisfaction, and environmental/economic impact of our work.

Average Time Commitment:

~4hrs/wk

Responsibilities and Expectations:

- Attend all 3 required org-wide meetings
- Attend FDN, Café, and Outreach (briefly)
- Attend weekly or biweekly team meetings
- Determine evaluation metrics that can produce valuable feedback
- Convey findings to help interns improve throughout the semester