



About this Job

Work with a statewide nonprofit that networks with 3000 individuals and organizations working to build healthy, sustainable, resilient food systems work in Wisconsin.

Each year, WLFN convenes an annual summit, bringing together hundreds of people across the state and midwest to discuss and plan for food systems development. This is a great opportunity for anyone who wants to build their resume with event planning skills.

Event Planning Intern Duties:

- Attend event planning meetings
- Complete event planning tasks as delegated, which may include, but are not limited to:
 - drafting / sending emails
 - making phone calls
 - reading contracts
 - finding and reaching food vendors
 - working with printing companies
 - event setup
 - researching and compiling funding opportunities
 - contacting potential funders
 - utilizing event management software program
- Teamwork
 - Working with team members to prioritize and complete tasks as needed to move the event planning forward
- Reporting and Progress
 - Writing up progress reports
 - Attending weekly team meetings to update WLFN team on your progress

8-24 hours per week. We are willing to be flexible on the internship start and end dates, as well as the hours worked each week.

Benefits of this internship opportunity include:

- Building your event planning skills
- Getting valuable experience working with a statewide nonprofit
- Making great connections in the world of event planning
- Building your portfolio
- Building your resume
- Making connections with key food, farming, and health systems leaders in Wisconsin
- Making a difference toward more sustainable, healthy, and resilient food and farming systems in Wisconsin!

Location:

Much of the work will be self-guided, and therefore you may work remotely. Weekly supervisor and team meetings can be conducted via video conference or in person in Madison, Platteville, or Richland Center locations. We are flexible according to your location and preferences!

About Wisconsin Local Food Network

The Wisconsin Local Food Network engages, connects, and empowers local, regional, and state organizations and individuals to build sustainable, equitable, and resilient food systems.

We envision vibrant local and regional food systems in Wisconsin that nourish the health and well-being of Wisconsin communities, conserve and enhance the natural resource base, and provide economic livelihood for a wide diversity of sustainable Wisconsin farmers and food businesses.