

## Position Description

### **SUNY Cobleskill Institute for Rural Vitality – Intern Farm and Food Businesses Development (FFBD)**

Position Funding:	USDA Agriculture Innovation Center Program (AIC) Empire State Development (ESD) Incubator Award Internal IRV Funding
Term of Employment:	May 16 <sup>th</sup> , 2022 – August 19 <sup>th</sup> , 2022 Fulltime (40 hours per week)
Reports to:	Dr. Scott Ferguson, Director of the Institute for Rural Vitality
Compensation:	\$17.00 per hour
Job Description:	SUNY Cobleskill seeks an intern to assist with the oversight and management of Farm and Food Businesses Development (FFBD) Programs within the Institute for Rural Vitality's.

#### Primary Qualifications:

- Bachelor's degree candidate from an accredited institution in agriculture, agricultural business management, business administration or related program.
- Ability to conduct research and network with individuals and organizations to meet the needs of the IRV programs
- Proficiency with Microsoft Office Suite, including Outlook for email management
- Strong oral and written communication skills.
- Familiarity with SUNY Cobleskill's and the Institute for Rural Vitality mission, vision and programming is preferred.
- Understanding and capacity to network within the New York's agricultural and food sector is preferred.
- Experience in grant writing and budget management preferred.
- Project management skills preferred
- Experience with event planning preferred
- Experience with customer service and relationship management preferred

#### Responsibilities

- Conduct necessary research and network with appropriate individuals and organizations to meet the needs of the Institute programs.
- Assist with program implementation, tracking, and collaborating on required reporting to grantors.
- Communicate with program participants, vendors, and partners.
- Perform communication and marketing assignments for IRV programs, including social media.
- Assist facility supervisor with coordination of FFBD client services across campus.
- Coordinate and assist in planning conferences, workshops, and other special events.
- Other duties/special initiatives as determined by the Executive Director, within the scope of FFBD Programs.

- Additional administrative tasks include but are not limited to:
  - Scheduling and coordination of IRV tours and events.
  - Assist with scheduling Shared Facilities Users. This includes completing room reservations, notifying applicable faculty and staff, ensuring academic needs are met and not conflicted with, evaluating potential training and onboarding needs, reviewing rules and procedures with clients, and preparing and submitting shared-use permits.
- Assist with procuring needed equipment and supplies.

To apply for this position please email a cover letter, resume, and references to [fergusss@cobleskill.edu](mailto:fergusss@cobleskill.edu).