

International Fresh Produce Association  
2024 Career Pathways Internship Program

Government Policy Internship Description

**Government and Public Policy Interns** will be responsible for supporting the Government Relations team, working in collaboration with Food Safety, Sustainability, and Research and Analytics interns. Interns will gain firsthand experience of federal regulatory and legislative practices affecting the industry and consumers.

**PROJECT EXAMPLES:**

- Monitor and analyze pending legislation and policy initiatives using multiple sources (e.g., tracking software, congressional newsletters, press, etc.)
- Create or update industry state profiles
- Draft issue briefs on policy priority issues of concern to the industry (e.g., farm bill, trade, transportation and infrastructure, food safety, nutrition, etc.)
- Gather, compile, develop, and summarize data specific to congressional districts
- Work with IFPA volunteer leader groups to capture the discussion of workgroup topics (e.g., on fresh produce workforce, organics, international trade, farm bill, etc.)
- Support preparation of presentations for government relations meetings and trainings
- Support development of communications for newsletters, trade press and members of Congress and other officials

**LEARNING OBJECTIVES:**

- Work collaboratively, applying knowledge and skills, to complete assigned projects
- Build technical, leadership and communication skills
- Develop emotional intelligence, problem solving and accountability competencies
- Get firsthand experience of IFPA, the industry and its career opportunities
- Benefit from structured peer-to-peer networking sessions, which, combined with the direct engagement with industry members and a personal 'career ambassador,' contribute to a robust learning environment

**MINIMUM QUALIFICATIONS:**

***Must currently be a Sophomore or Junior (rising Junior or Senior undergraduate student at the time of the summer of 2024 internship)*** in a STEM based, Agriculture or Political Science degree program at an accredited college or university in good standing and be eligible to work in the United States.

- Pursuing a degree in food science, agriculture, environmental science or policy, political science, public administration, or a related field.
- Must have a current GPA of 3.0 or above.
- Able to function in a collaborative work environment and independently with strong time management and remote working capabilities.
- Possess excellent communication skills both orally and written to internal and external audiences.
- Proficient in Microsoft Office applications
- **Must be authorized to work in the United States during the internship timeframe** and able to provide necessary paperwork and information (Social Security Number, W-8 or W-9. Etc.) **at the time of application submission, upon request.**

**HOURS and DURATION:**

- Part-Time Internship - approximately 20 hours/week with established and communicated working hours.

- Internships will take place during the summer semester, tentatively beginning the week of May 27<sup>th</sup> and culminating in the week of July 29<sup>th</sup>.
  - Interns **should not have** vacations or travel scheduled during this ten-week period.
  - Although the majority of the internship is virtual, interns must be available for calls and work in quiet and professional settings.
  - *Paid Time Off will not be permitted.*
- Candidates will be expected to attend team meetings, industry meetings, or other learning opportunities (e.g., webinars) pertinent to their project.
- Interns must also plan to be available to join peer-group calls as indicated in the [tentative Internship Schedule](#) throughout the internship.
- Internships will be remote; with the exception of the two-day Orientation/Welcome (week of May 27<sup>th</sup>), IFPA's Washington Conference (June 9-12) and concluding Project Presentations at the IFPA office(s) (July 30-August 1). Travel for the onsite meetings is mandatory. Travel costs and outlined expenses for the time at the in-person meetings will be reimbursed.

#### COMPENSATION AND BENEFITS:

- Interns will receive a total stipend of \$4,400 for the 10-week internship
  - Payments of \$1,100 will be made four times over the 10-week Internship
  - **If work or call attendance/participation is deemed unsatisfactory** and termination is decided, payment amount will pro-rated up to the point of termination.
- There are no leave benefits.
- There is no health, dental, retirement or life insurance benefits.
- Internships will be remote/virtual with the exception of travel for the Orientation/Welcome, IFPA's Washington Conference and concluding Project Presentations.
- Travel costs, accommodations, and other outlined expenses for in-person meetings at IFPA office(s) will be reimbursed by IFPA.
- Interns will receive an IFPA issued laptop for use for the duration of the internship.

#### APPLICATION PROCESS:

Funding for this position is grant-based, with the goal of promoting participation in the agriculture and food systems workforce by groups who are noticeably underrepresented in the field, including but not limited to women and people of color. Interested applicants who possess minimum qualifications for this position must first [create an account](#).

*Organization Name = University Name. If not in system, **select Create Account***

- Organization = University Name
- Primary Product = Produce
- Billing Information = University Address
- Primary Business Type = College / University
  - Select *Create*
  - *Open Email to Create your Username & Password*

[Login to complete the 2024 Summer Internship Application](#) (if needed, select *Begin a New Nomination to get started*). The application will require you to submit:

- A Cover Letter which includes:
  - Statement of Interest for the Government Relations & Public Policy Internship
  - Qualifications possessed to be considered for internship

- Please address directly how your inclusion would advance the role of underrepresented groups in this field, if applicable.
- A Resume
- Submission of a system generated Faculty Recommendation Form sent directly to your selected faculty member must be received from them no later than March 1, 2024.

For questions about this opportunity or if you experience any difficulties creating your account and accessing the application, email [bhochman@freshproduce.com](mailto:bhochman@freshproduce.com).