

Berkeley Food Institute
Summer 2021 Urban Agriculture Assistant (Title Code 4920: Student Assistant III)

Appointment: May 24 – August 13, 2021 at 20 hours/week (12 weeks)

Compensation: \$18 per hour

Application Deadline: 5PM, Friday, April 30, 2021

Applicants must be matriculated undergraduate or graduate students at UC Berkeley. To apply, submit the following items by email **as a single pdf** to foodinstitute@berkeley.edu with the subject line “Urban Agriculture Assistant.” Please indicate in your cover letter your preferred schedule for this summer.

1. Cover letter
2. Résumé (limit to 2 pages)
3. Contact information for 2 professional and/or academic references

About the Berkeley Food Institute:

The Berkeley Food Institute (BFI) at the University of California, Berkeley seeks to transform food systems to expand access to healthy, affordable food and promote sustainable and equitable food production. We empower new leaders with capacities to cultivate diverse, just, resilient, and healthy food systems. We pursue our mission through interdisciplinary programs in education, research, policy, communications, and community engagement.

Position:

The role of the Summer Urban Agriculture Assistant is to help with on-site logistics and implementation of a series of summer short courses at the UC Gill Tract Community Farm, as well as communication and evaluation for other BFI urban agriculture work. This position will work closely with the BFI Administrative Coordinator, Communications Director, partnering contractors, and potentially the full BFI staff. This position will require the student to be physically present at the UC Gill Tract Community Farm during the weekend courses will be held. All other work will be remote.

Responsibilities to include:

On-Site Course Assistance:

- Work three weekends (June 25–26, July 9–11, July 30–August 1) at the UC Gill Tract Community Farm to assist facilitators in distributing course supplies, surveys, and any other pertinent materials to students
- Record and track attendance
- Other course facilitation tasks as needed to support course leaders

Communications

- Assist with drafting and copyediting BFI presentations, reports, and handouts on urban agriculture work, using consistent branding
- Assist with social media during the courses
- Assistance with print and/or video reporting of BFI’s overall urban agricultural work, including the short courses as well as other activities

Evaluation

- Create course surveys to distribute to students
- Organize and analyze data from student surveys to share with course leaders
- Collate registration data from BFI urban agriculture conferences and events

Required Qualifications:

- Excellent communication skills, with particular attention to details, both written and visual
- Strong skills in copyediting and proofreading
- Strong skills in Powerpoint; Wordpress; and Adobe Creative Suite/Cloud, particularly Photoshop and InDesign
- Strong skills in Google suite, particularly Google forms, docs, and sheets
- Ability to work collaboratively as part of a team on multiple projects
- Ability to work independently and to foresee, identify, design, and/or recommend solutions to needs, issues, and/or problems in the position's areas of responsibility
- Ability to travel and work on-site at the UC Gill Tract Community Farm (travel expenses can be reimbursed)
- Ability to operate a digital camera (provided by Berkeley Food Institute)
- Interest in agri-food systems
- Interest and experience in public service and social equity, as core tenets of the UC Berkeley experience and the Berkeley Food Institute mission

Preferred Qualification:

- Experience with video editing

Equal Employment Opportunity:

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status. For more information about your rights as an applicant, see: http://www.eeoc.gov/employers/upload/poster_screen_reader_optimized.pdf For the complete University of California nondiscrimination and affirmative action policy, see: <http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct>