About the City and THRIVE INDIANAPOLIS

The development of Thrive Indianapolis, the first sustainability and resilience action plan in our city’s history, brought together City departments, County agencies, community partners and residents to chart a course for an Indianapolis that is equitable, healthier and prepared for the challenges of the 21st century. The result is a plan with 16 key objectives and 59 ambitious but achievable actions that, together, Indianapolis will strive to accomplish by 2025.

THRIVE INDIANAPOLIS FOOD & URBAN AGRICULTURE PLAN

While progress has been made, we still have work to do given that 20% of children in Indianapolis are food insecure. According to the Indy Food Council’s 2018 State of the Food System Report, "In 2014 21% of Marion County residents were food insecure, using some form of food assistance or had uncertainty about food supply."52 We also know that access to healthy, affordable food is inequitable with a disproportionate percentage of people of color experiencing food insecurity.

Our community’s ability to meet its basic needs - such as accessing healthy food every day - is directly correlated to and an indicator of our overall sustainability and resilience. Unfortunately, this is one of the chronic stressors that impacts many adults and children throughout Marion County. The Food & Urban Agriculture plan element focuses on addressing access to healthy food and increasing food security.

POSITION SUMMARY

Be a part of our vision for all residents have access to healthy, affordable food, and grow our agricultural sector. From farm to table immerse yourself in multiple facets of the food system while working with the City of Indianapolis. Participate in all sectors of the food system, working with producers, consumers, advocates and educators to connect with all areas of our local food system.

Working with the City’s Food Policy & Program Coordinator, impact these sustainability goals:

1. Food insecurity in Indianapolis is reduced 20% by 2025, compared to the 2017 baseline.
   BEST PRACTICE: Summer Servings Program the Indy Parks Summer Servings program provides 175,000 meals every year to Marion County youth.

2. Increase purchasing of Indiana-grown food 10% by 2025.
   BEST PRACTICE: Fresh Produce Pop-Up In an effort to address food insecurity, the City and its partners opened a fresh produce market at the downtown IndyGo transit center.
   LEADING BY EXAMPLE: In an effort to support local farmers, keep money in the community and reduce greenhouse gas emissions, the City of Indianapolis and Marion County have set a goal to increase the purchase of local food for City contracts.
Specific extern responsibilities will include:
- Leading select initiatives related to the Thrive Indy sustainability project.
- Order and purchase of supplies, materials and equipment.
- Supervising activities related to food and agriculture.
- Data entry and maintenance of appropriate records, files and documentation.
- Communicate and visit regularly with food sites and partner agencies.
- Evaluating community engagement and youth education.
- Develop and generate reports and action plans.
- Auditing programs for federal grant compliance.
- Participating in professional development opportunities.

Qualifications:
- Must be self-motivated and dependable.
- Ability to plan and organize assignments.
- Ability to coordinate multiple projects and meet various deadlines is a must.
- Ability to communicate effectively in both forms - oral and written.
- Must be customer service oriented.
- Must have intermediate level knowledge or higher of word processing software including Word, Excel, Access, PowerPoint, Outlook and Publisher.
- Must be able to upload, download and navigate spreadsheets, online databases and other software applications.

Independent Judgment:
Established policies and procedures control actions. Independent judgment is utilized when there are no available policies and procedures and errors in judgment may cause serious risk and significant liability. This position will work under the supervision of the Food Policy & Program Coordinator.

Working Conditions:
Incumbent will be expected to travel to various locations daily for work-related activities. The position will require outside work in inclement weather. Office time will be required for data entry and required paperwork. Incumbent must be able to lift 30lbs.

Compensation:
Compensation will be in the form of a scholarship through the Indiana Sustainability Development Program. The intern will work full time for 10 weeks, beginning as early as May 22 and ending no later than August 7.

Feedback and evaluation:
The intern will be given regular feedback from city staff on progress and performance. Success in the externship will be determined by the completion of specified projects in a professional and timely manner. The extern should learn how a city identifies its sustainability priorities, effective principles of communication, and how to develop and maintain professional relationships.