

Job Title

Mattapan Food and Fitness Coalition Intern

Hybrid - Location

Mattapan Food and Fitness Coalition
1613 Blue Hill Ave, Suite 307
Mattapan, MA 02126

Length of Employment & Compensation

June 2024 to August 2024
September 2024 to December 2024
January 2024 to May 2025

Supervisor

Executive Director (Shavel'le)
Project Lead (Vickey Siggers, Sonia Carter, Shawntell Usher Thames, Kay Savage)

Description

We are an energetic and community oriented organization whose mission is to promote health and healthy behaviors by improving the nutritional and physical activity environments for Mattapan by bringing health and wellness options for residents. From providing a fun shopping experience at the Mattapan Square Farmers Market, to teaching residents how to eat healthy through our Mattapan Flavors cooking class, to leading bike rides on the Neponset River Greenway Trail, and to providing stipends to Mattapan residents so they can help to improve the community, MFFC is truly an organization that works hand in hand with neighbors.

The Fall/Spring/Summer intern will be responsible for working with the executive director or MFFC staff in a number of projects happening during their term of service. These projects may include working to promote our Mattapan Flavors class, working with our Farmers Market manager to put on an awesome farmers market season, assisting with building relationships with our supporters, helping to put on our Moving For Life event, or helping to create structures within our organization. Each of these projects are needed in the Mattapan community and you can be a part of making it happen!

Possible Responsibilities

2024-2025 projects

1. Youth Bike Summit 2025
2. Research: Intersections of environment and MFFC's focus areas
3. Program Related
 - a. Mattapan on Wheels
 - b. Nutrition Education
 - c. Mattapan Square Farmers Market
 - d. Vigorous Youth
 - e. Physical Activity
4. Organizational Effectiveness
 - a. Program Evaluation
 - b. Program Manuals

5. Development + Fundraising

Youth Bike Summit 2025: Transportation is a social determinant of health that intersects heavily with other social determinants of health. Transportation or how you get around can affect the education you receive, the green spaces you are able to get to, the food you are able to purchase, the health care facilities you can be a patient at, the kind of job you obtain, the physical activity you engage in, and more. All of these activities contribute to what kind of healthy lifestyle one can achieve. At MFFC our young people are the champions of our transportation related work.

We have been given the opportunity to host a national youth bicycle focused event in 2025 called the Youth Bike Summit (YBS). YBS is a 3-day conference bringing together students, educators, advocates, researchers, policy makers and community leaders in order to: gather and share ideas; give youth a voice, and; encourage civic engagement and advocacy. Youth are engaged through workshops, presentations, keynote speakers, discussion, and visioning. Youth who attend are exposed to advocacy, activism, social justice, job training, health, policy, transportation and mobility, climate change, community resilience, organizing, design and social innovation – all supporting bicycling as a catalyst for the health of our communities.

The intern will be responsible for helping to lead and support various aspects of planning this conference. This can include owning or supporting the registration process, the marketing and communications process, the workshop proposal and acceptance process, the run of show which includes scheduling, volunteer recruitment, or getting into the nitty gritty. What you work on will depend on your skill set and your interest. You will be working closely with the Executive Director. The ideal student is one that is highly organized and can meet deadlines, not afraid to take initiative and can work independently, is responsive and communicative, and has an interest in creating events focused on public health. The ideal student is also one that can complete their practicum with MFFC for two to three semesters (one semester is okay) with the opportunity to attend the conference to enjoy your hard work! We are looking for 2 students.

Research: Environmental justice and climate change has been a challenge that affects various health issues. As MFFC continues to grow, we want to increase our knowledge of how our work intersects with environmental justice. This will allow us to be able to continue serving our community the best way we can. The intern will be responsible for researching how environment and climate change plays a role in the work we do and create talking points. The ideal student is one that can complete their practicum with MFFC for one semester.

Program Related: MFFC has a multitude of programs that need support. The intern will be responsible for supporting the MFFC lead on their specific program. Responsibilities can include leading and supporting with marketing and communications, developing and/or taking on an aspect of the program, and more. Past support looked like an intern creating the branding for the Mattapan Square Farmers Market, revising and enhancing our volunteer procedures for the Mattapan Square Farmers Market, sitting and participating in the planning of our annual biking event, creating and implementing a youth focused walking challenge, and much more. The ideal student is one that can complete their practicum with MFFC for one to two semesters.

Organizational Effectiveness: MFFC is growing our organization from volunteer based to a mix of staff and volunteers. To ensure the sustainability of our organization we need to ensure that the programs we currently have and our future ones are programs our residents want and need. We also need to make sure the institutional knowledge of our organization remains with MFFC. The intern will be responsible for working with the Executive Director and one of our academic partners to evaluate all of our programs and creating/implementing a community wide survey. The intern will also be responsible for building upon the work of our past interns in completing program manuals for all of our programs and events. The ideal intern is one that has an interest in program evaluation and some expertise in creating evaluation methods. The ideal student is also one that can complete their practicum with MFFC for one or two semesters.

Development + Fundraising: In order for MFFC to continue striving towards positive health outcomes we need to be able to secure funding to implement programming. Working closely with the executive director or development consultant, the intern will be responsible for supporting development activities which includes: leading our end of year fundraising campaign, connecting and building relationships with MFFC funders, and public health partners, etc. The ideal intern is someone who has an interest in nonprofit management and creating public health messaging that leads to funding. The ideal student is also one that can complete their practicum with MFFC for two semesters.

Administrative

1. Attend planning/check in meetings set by project lead - weekly or bi-monthly
2. Attend MFFC meetings and community wide meetings
3. Support the marketing and communications coordinator in maintaining MFFC social media accounts and other marketing channels

Schedule and Compensation

Unpaid

Intern will work with their supervisor to determine the appropriate schedule and work plan.

Ideal Intern

- Able to commit to length of internship
- Able to work independently and collaboratively with diverse groups of people
- Excellent telephone etiquette, communication and organizational skills, as well as excellent written and verbal communication skills.
- Respect for details; ability to execute accurately at a high level without excess supervision
- Skilled in Microsoft Office software and Google Suite
- Able to use or learn how to use Canva and Constant Contact
- Desire to learn and grow professionally
- Flexible
- Bi-lingual in Spanish or Haitian Creole (preferred)

Opportunities to interact with community

- Mattapan on Wheels (Spring/Summer Semester)
- Transportation Advocacy (All semesters)
- MFFC Monthly Meetings (All semesters)
- Vigorous Youth group on Saturdays (All semesters)
- Cooking Classes (Spring/Summer Semesters)
- Bike Repair Workshops (Spring Semester)
- Farmers Market (Summer Semester)
- Nature Walk and Tea Party (Fall Semester)
- Mattapan Moving For Life (Summer Semester)

How To Apply:

Please send your resumes and cover letters to info@mattapanfoodandfit.org

More about MFFC:

Mattapan Food and Fitness Coalition (MFFC) grew out of an effort to draw on the wonderful ethnic and cultural diversity of the Mattapan community to promote a healthy living environment, with a focus on access to healthy foods and the promotion of physical fitness for all ages. Positive changes in these areas complement other efforts to decrease health problems like diabetes, heart disease, obesity and other health conditions that plague our community.

Mission Statement: MFFC promotes health and healthy behaviors by improving the nutritional and physical activity environments for Mattapan by bringing health and wellness options for residents.

Vision Statement: Mattapan will become known as one of the healthiest communities in Boston, with easy access to affordable and healthy food. Our streets will be clean, safe, walk-able, and bike-able. Our residents of all ages and abilities will take regular advantage of the abundant and inviting play spaces and recreational opportunities.