

**JOB TITLE:** Slow Food Nations International Delegate Support Intern (Denver)

**LOCATION:** Denver, CO

**REPORTS TO:** Manager of Community Engagement, Slow Food USA and Event Director, Slow Food Nations

Slow Food seeks a motivated, energetic intern for our Denver, CO office to support international delegates who will attend Slow Food Nations. The ideal candidate will have a great enthusiasm for our work, attention to detail, and strong interpersonal skills, especially with different cultures.

Slow Food is a global, grassroots organization with members in over 150 countries and 1,300 volunteer-led chapters around the world. The organization was founded in 1989 to counter the rise of fast food and the disappearance of local food cultures. Today, we coordinate local, national and global programs and campaigns to achieve our vision of a world where everyone can enjoy food that's good for them, good for farmers and workers and good for the planet.

The U.S. branch, Slow Food USA, is a national nonprofit with a small staff split between Brooklyn, NY and Denver, CO and a network of over 150 volunteer-led chapters nationwide. Denver will also be the site for the national gathering Slow Food Nations, which will take place July 14-16, 2017. The event will gather leaders and eaters, farmers and chefs, educators and families for a weekend of tastings, tours and talks. For three days, Denver, CO will become the center of the North American food universe when innovation meets tradition during exciting culinary workshops, seminars, dinners, tours, taste pavilions and informal eating, drinking and connecting. We are excited to welcome international delegates from a variety of countries to this event, including possible representation from Mexico, Peru, Kenya, and Melanesia. We need someone to join the Slow Food team to help support these individuals with planning the logistics of their arrival as well as during the event itself.

**Responsibilities will include:**

- Regular communication via email and possibly Skype/phone with international delegates
- Assist with booking flights, accommodation, and other ticketing
- Provide transaction support by facilitating payment/money transfer
- Assist with their delegate registration
- Attendance at Slow Food Nations (July 14-16) to support international delegates throughout the weekend (arrival, supporting accommodation, tour guide, etc.)

**The ideal candidates will possess the following knowledge, skills and characteristics:**

- Commitment to and enthusiasm for the Slow Food mission
- Ability to thrive in a small but collaborative office environment and small event planning team
- Creativity, willingness to take initiative, and ability to work independently
- Strong organizational skills, including attention to detail and follow-through, with the ability to manage multiple projects simultaneously

- Excellent verbal and written communication skills, especially interpersonal and intercultural
- Proficiency with Word, Excel and Google Apps (e.g. Gmail, Drive, Sheets, Docs)
- Knowledge of food and farming issues
- Flexibility and good humor
- Interest in global issues and a strong sense of cultural sensitivity
- Commitment to justice and inclusion, especially with regard to race, class, gender and our food system
- Event planning and logistics experience a plus
- Spanish or other foreign language skills a plus

**Start Date: March 2017**

A minimum of 15 hours per week is required for all cycles. Fall and spring internships also require a minimum duration of three months. Internships are unpaid; however, students may earn academic credit. This internship is not a research-based project.

Please send cover letter and resume to Lauren Howe, Manager of Community Engagement at [lauren@slowfoodusa.org](mailto:lauren@slowfoodusa.org) by February 15, 2017

*Slow Food USA is an equal opportunity employer. We strive to reflect the diverse community that works toward and cares about a healthy food system. Applicants who contribute to this diversity are strongly encouraged to apply.*