

Location: Washington, D.C.

The **National Sustainable Agriculture Coalition** (NSAC) is currently seeking a Summer Associate for the summer term beginning in May and ending in August. This position is a paid temporary position, 40 hours per week, and is located at NSAC's DC office on Capitol Hill.

NSAC is the leading advocacy organization for federal policy that supports sustainable agriculture and food systems. We work toward the vision of creating a safe, nutritious, and affordable food supply produced by a legion of diverse family farmers who make a decent living pursuing their trade, while sustaining the environment and contributing to the strength of their communities. NSAC has a collaborative work environment, and you will be part of a dedicated and effective team.

Position Description

NSAC's Summer Associate will work closely with NSAC staff on the following activities in our DC office, including:

- Archiving hardcopy materials, research, publications
- Creating a satisfactory historical record of archival files and excising unnecessary files
- Converting selected hardcopy materials to digital files
- Helping with the design of a digital filing system
- Creating solutions for digital archiving challenges
- Working to improve communications/contacts data tracking systems
- Ensuring the preservation of critical archival records while improving the ease of access to current operational records
- Providing input toward an ongoing data organization and archive plan, for implementation
- Assisting with other projects and assignments as needed

The Summer Associate will report directly to NSAC's leadership team.

Qualifications

- Excellent written and verbal communication skills
- Knowledge of the records life cycle
- Experience using various media and formats used in archival and information systems
- Fantastic organizational skills
- Ability to familiarize yourself with unfamiliar materials quickly
- Self-starter and motivated to do the best job possible
- Strong computer and technical skills
- Ability to both work independently and be a good team player

Stipend

The NSAC Summer Associate is paid on an hourly basis, with the rate determined by level of education and experience.

Application

Please send resume, cover letter (including an explanation of your interests in library science/information management), and the names and contact information for three references to Emily Gilbert at egilbert@sustainableagriculture.net with "Summer Associate" in the email subject line, by May 16, 2014.