

Federal Work Study
Job Description Form

Job Title: Food Policy Fellow

Desired No. of Hires:

Department or Organization: OPED/ Mass In Motion

Address (Off campus only): 20 Koreans Veterans Plaza, Holyoke MA

Supervisor: Mishie Serrano

Designee:

Office: OPED/ Mass In Motion

Office:

Phone: (413) 322 - 5824

Phone:

Email: serranom@holyoake.org

Email:

General Job Description:

The Community Planning Internship Program offers students the opportunity to gain hands-on experience supporting community based work in Holyoke. Working alongside the Mass in Motion Coordinator, interns will contribute to projects focused on community engagement, food access, transportation, public health, local policy, and neighborhood development.

Detailed List of Duties:

Support projects, meetings, and subcommittees within the Holyoke Food Policy Council
Learn about food access, food systems, and food policy
Help identify local resources, programs and potential community partners
Research how other communities are addressing similar challenges
Support planning for food accessibility, community food initiatives, and best practices
Attend relevant community meetings and events
Take on a small project based on your interests and professional goals

Opportunities for Advancement: Please list those duties an employee can expect to learn in terms of job growth, if rehired.

Responsibility Involved: Consider responsibility for direction of others, service to the public, equipment or materials used, and the amount of confidentiality required.

Skills and/or previous experience desired:

. This role is ideal for someone curious about how food systems operate, how communities access healthy and culturally relevant food, enjoys problem-solving, and wants to better understand how planning and policy affect people's everyday lives.

Amount of supervision required:

☐ Regular ☐ Occasional ☐ Minimal

Student employees are not permitted to work without any supervision.

Hours desired to cover (evening, weekend, etc.):

This is a flexible, part-time **work study position for 10-15 hours per week at \$15/hour.**

How to Apply: Contact supervisor/designee listed above.

Completed and Submitted By:

Mishie Serrano 
Print Name of Supervisor

Mass In Motion Coordinator
Title

9/21/26
Date