

Community Education Intern (Spring, 12 weeks)

Prairie Fruits Farm & Creamery

Overview

Prairie Fruits Farm & Creamery is seeking an unpaid Community Education Intern to support our team in building a vibrant schedule of classes and workshops in our farm classroom. This role focuses on coordination, outreach, scheduling, and marketing support while helping connect guests with hands-on learning rooted in seasonal farm life, food, and community.

Term & Time Commitment

- **Season:** Spring semester (12 weeks)
- **Start:** February (exact start date flexible)
- **Weekly commitment: 4-6 hours per week** (schedule coordinated with the team; some evening/weekend availability may be helpful depending on class times)

Key Responsibilities

- Coordinate and schedule classes, workshops, and farm education events in the classroom
- Maintain a master calendar and work with internal teams to confirm staffing, space needs, and run-of-show details
- Conduct outreach to local educators, chefs, artisans, farmers, and community partners (email/phone follow-up, gathering proposals, confirming dates)
- Collaborate with our on-farm educator and operations leadership to design a robust seasonal class schedule (topics, formats, pricing structure if applicable, capacity planning)
- Support basic event logistics: materials lists, prep checklists, signage, registration needs, and day-of coordination as needed
- Coordinate with the marketing team to promote programming through web updates, newsletters, and social media, and to highlight instructor stories and class themes

- Help gather feedback after events and summarize insights to improve future programming

What You'll Learn

- How an educational program is planned and executed in a working farm environment
- Scheduling and program design based on seasonality, staffing, and guest experience
- Partner outreach and relationship-building with local educators and community leaders
- Basics of event marketing: turning a class idea into clear, customer-ready messaging
- Operational collaboration across teams (education, hospitality, farm operations)

Ideal Candidate

- Interested in food education, community programming, hospitality, or agriculture
- Organized and detail-oriented; comfortable managing calendars, spreadsheets, and follow-ups
- Clear communicator who's comfortable reaching out professionally to educators and partners
- Creative thinker with a guest-focused mindset
- Familiarity with Canva / Google Workspace helpful (not required)

How to Apply

Please send:

- A brief note about your interest in local food education and community programming
- A resume (and any relevant experience: teaching, event coordination, food/ag, marketing)

Location: Prairie Fruits Farm and Creamery, Champaign IL

Contact: Lauren Brokish, office@prairiefruitsfarm.com