



Sustain Coffee Contributor Application

Purpose of Contributor Application:

In order to develop an excellent resource repository for all members of the coffee industry to drive greater impact on a variety of sustainability outcomes, the content featured on the Sustain Coffee website must be of high quality and promote a stronger coffee future. To ensure this, an application for contributors has been developed, allowing website users to trust that the resources they access will be reliable and helpful to them and their interests in making coffee better.

Responsibilities of a Contributor (to be completed within 3 to 6 months of application being accepted):

1. Fill in Sustain Coffee's Contributor Database Input Sheet (excel sheet format) with at least 20 academic articles, industry resources, or multi-media resources, i.e. podcast series, lecture series, presentations, etc., that can be referenced by Sustain Coffee; to complete the database, each source should include a public abstract and/or description, keywords, and link. Please note news articles and blogs are not accepted, except long-form reporting that includes data and/or primary research.
2. Properly cite each source using APA format.
3. Provide a 200-word description of why each source is relevant to the advancement of sustainability in the coffee value chain, promotes equity, enables environmental stewardship, and/or furthers coffee science. In the description, note what kind of reader would be most interested in exploring the full source. Please provide this description even if the source has a public abstract.
4. Write one social media post per each academic article, industry resource, or multi-media resource included in the Contributor Database Input Sheet. The post needs to include simple information on the content of the source using a maximum 5/6 sentences, limited jargon, and the link to the source.
5. Write one social media post introducing yourself as a Contributor and highlighting your work.
6. Send a contributor bio of 200 words and a photo to put on the site.
7. Send a link highlighting your personal work in the coffee value chain or news of other interesting developments or publications in your field. If the contributor is interested, they may send updates of interest on their work once every six months to be featured in Sustain Coffee's social media outreach and email newsletters.

Process for becoming a Contributor:

1. Send an application to will@gardeengineering.com and nora@thechaincollaborative.org, copying info@sustain.coffee.
2. Interview with Sustain Coffee if offered (Sustain Coffee will let you know if applicants are offered an interview either way).
3. Notification of acceptance or rejection.

This selection process will be completed within 2 to 6 weeks after Sustain Coffee receives the Contributor application.



Application:

Upload a resume and answer the following questions (there is no word limit):

1. Tell us about your background in coffee, academia, international development, sustainability, and/or other relevant fields.
2. What are you most passionate about in coffee?
3. Have you published before? If so, where and what topics? Alternatively, you can upload a CV.
4. Why do you want to be a contributor to Sustain Coffee?
5. How might being a contributor to Sustain Coffee help or advance your career?
6. Is there anything else you'd like to add?
7. If there is an additional way you'd like to collaborate with Sustain Coffee, please let us know.

Contributor Benefits:

1. Photo and bio uploaded to the Sustain Coffee website. Contributors are encouraged to link to their personal work or website in their bio.
2. Contributions to Sustain Coffee repository and personal work to be highlighted on Sustain Coffee's social media and email newsletters.
3. If funding is received for Sustain Coffee projects, qualified contributors will be prioritized over non-contributors when selecting which professionals will be paid to execute the project. Sustain Coffee receives funding through partner organization, The Chain Collaborative.