



**GROWING GARDENS**

## **Growing Gardens Winter and Spring 2017**

Event and Outreach Intern Description – Home Garden Program

Our Home Gardens Program increases fresh food access by providing the resources, education and support for limited income families to grow food for themselves and neighbors. Our events and outreach intern must be enthusiastic, self directed, organized, and an engaging communicator. We're looking for an energetic candidate who enjoys the prospect of co-leading our garden build/installation events and increasing local businesses involvement with our mission. Our intern will assist our Home Gardens team with reaching out for program donations and will deliver gardening materials for our clients throughout the Portland region.

**Commitment:** 10-15 hours per week for 6 months (January-June), flexible scheduling

### **Internship primary responsibilities:**

- Support Home Gardens Coordinator with preparation and facilitation of garden build events in Spring 2017, must be available for three Saturdays in April.
- Rally current Home Gardens volunteers and recruit new volunteers for 2017.
- Prepare manuals, seeds, and act as Home Gardens' Crew Leader main contact.
- Engage the larger community and businesses towards donating or volunteering at garden builds.
- Call Home Gardens clients to coordinate builds and remind about workshops/Plant Distribution day.
- Collaborate with Home garden team to deliver three events, all of which are one day events:
  - Spring Dig In (April): Engage 10 local businesses to participate in a one day garden build and fundraising event. Touch base with past participating businesses and recruit new team captains.
  - Plant Distribution Day (May): Coordinate event setup and assist volunteers in delivering a one day educational and resource fair for our Home Gardens clients.
  - Chef in my Garden (June): Begin recruitment for volunteers and assist in organizing garage/event materials.

### **Skills:**

- Ability to help lift compost bags, tools, and hay. Enjoys soil, compost, worms, and gardens!
- Works well under pressure and can keep cool as a cucumber energy during events
- Strong communication and an engaging cold caller
- Knowledge of public outreach principles and confident speaking to groups
- Flexibility, initiative, and ability to work independently and as part of a team
- Constant Contact and gardening or health/nutrition background experience a plus

### **Expectations:**

- Attend Growing Gardens program orientation
- Commit to timeframe and prioritizes Home Gardens Program needs
- Able to juggle multiple projects gracefully
- Communicate effectively with Home Gardens and Social Media Intern to promote Home Gardens marketing of volunteer and event needs
- Support Growing Gardens programs by providing outreach and recruitment materials for our Home Gardens Program and school garden program
- Assist Home Gardens Coordinator with volunteer orientation preparation and resource drop offs.

***\*This role reports directly to our Home Gardens Director, Emily Keeler.***

***\*Include a one page cover letter and resume, state internship hour needs/availability***

**Send to [Emily@growing-gardens.org](mailto:Emily@growing-gardens.org)**

***\*Deadline: January 6<sup>th</sup> by 5:00pm.***