



1630 Hawthorn Ave. Boulder, CO 80304 www.growinggardens.org (303) 443 9952

Non-Profit Operations Internship January 7 – May 31st 2019

Over the last 20 years, Growing Gardens has brought gardening, nutrition education and produce donations to over 162,000 Boulder County residents.

We offer a variety of programs to get people of all ages, backgrounds, income levels, and abilities involved in growing and cooking their own food. These educational opportunities are paired with seed, plant start, and produce donations, as well as gardening space, to impart greater food security and hunger relief in our community.

The Non-Profit Operations Intern will support all Growing Gardens programs and be a community ambassador for the organization. This internship is fast paced and requires a great deal of hard work, attention to detail, and focus. It is also deeply rewarding. This is an ideal way to gain a more comprehensive look into the day-to-day workings of a non-profit.

Operations Intern Duties

Online Registration

- Assist with Growing Gardens online registration for all community programs - specifically focusing on Community Garden Plot registrations
- Assist with registration tracking, and follow up with program participants for program registration payments as needed.
- Organize and distribute participant information for instructors and garden leaders

Outreach

- Develop and produce written and video content for Community Garden newsletters
- Be an ambassador for Growing Gardens and positively engage with the community during all outreach events
- Facilitate garden development projects at our Community Garden locations as needed.

Event Planning and Execution

- Provide preparation and staffing support for the Growing Gardens Plant Sales in May
- Assist with soliciting, collecting, and organizing product donations for annual auction

General Operational Support

- Answer the office telephone and make follow up phone calls
- Provide additional administrative support as needed
- Update the website, develop IT systems as needed

Knowledge and Skills the Intern May Acquire:

- Exposure to the operations of a non-profit, community-based organization.
- Current marketing and social media practices and platforms
- Introduction to grant-writing and fundraising
- Networking in local community with press, agriculture and natural foods industries
- Conflict resolution, volunteer coordination and communication skills
- The ability to work in a dynamic, team environment
- Database management and business systems development

Structure of Internship

- Internship duration is January 7 – May 31, 2019 *Opportunity to continue into summer internship program for increased stipend and hours.
- Intern position is 20 hours per week. *Note: hours may vary between weeks; however the average number of hours per week will be 20 hours. Hours primarily take place during the week, however there is some required weekend work.
- Intern will attend mandatory internship orientation meeting on January 7, 2019
- Intern will be working closely with a mentor from Growing Gardens' staff who will oversee all daily activities.
- Interns will have the opportunity to shadow Growing Gardens' staff to learn about the operation of the non-profit organization.

Benefits of Interning with Growing Gardens

- Hands-on experience making a positive impact in the lives of children, teens, and adults.
- Community connections and networking within the burgeoning local food movement.
- Friendly, relaxed environment.
- Develop marketable leadership and management skills.
- Classroom training offered through Growing Gardens classes.
- Access to a wide variety of organic seeds and plant starts.
- Opportunity to garden in our intern garden plot at the Hawthorn Garden site.
- Office and Site is centrally located and easily accessed via public transportation.
- \$850 Stipend awarded at end of commitment *Can be paid in installments throughout internship if desired. Option to continue internship program through summer months for increased stipend and hourly commitment.

Qualifications

We are looking for an outgoing, friendly person with excellent communications skills with experience in Excel, Word, and the Google platform. Our staff and youth enjoy

their time together in the garden and office and we'd love for someone with a sense of humor to join us while we have fun and do good work. The Non-Profit Operations Intern must be responsible, dedicated and organized. This experience is a great opportunity for someone interested in a job in non-profit development, or community organizing.

To apply:

Applications are due by December 15, 2018 but will remain open until filled.

Send cover letter, completed application and resume to Megan at:

megan@growinggardens.org with your name and "Spring Non-Profit Ops Intern Application" in the subject line.