

Community Projects Intern

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| Part-Time Job Description | |
| Grow Pittsburgh is a non-profit organization with a mission to teach people how to grow food and promote the benefits that gardens bring to our neighborhoods.  This Fall and Winter, Grow Pittsburgh has many exciting new projects in store. We seek a qualified intern to help us continue educating the public about urban agriculture opportunities in our region by generating fact-sheets on topics relating to urban farming, implementing a new map of urban agriculture projects, and planning creative ways to build public awareness. If time allows, additional research responsibilities may be added. This position will report to the Director of Community Projects.  **Job Responsibilities:**   * [School & Community Garden Map](http://www.batchgeo.com/map/pghcommunityfoodgardens): contact all current school and community gardens to gather updated information for the map; migrate the map to LocalData, a new mapping platform; regularly update the map as new gardens submit information * Research and prepare fact-sheets for the Grow Pittsburgh policy section of the website on topics related to selling produce in Pittsburgh, urban agriculture zoning in specific municipalities in our region * Plan creative ways to build awareness of the updated map and agriculture policy fact sheets * Possible additional research responsibilities, time and ability allowing: soil testing, aquaponics, urban food grower’s cooperatives, soil contamination | |
| Qualifications | |
| * 2 years of formal education or equivalent background in urban planning and/or urban agriculture policy * Demonstrated experience in marketing, social media campaigns, or other public awareness-building * Demonstrated experience preparing educational documents, videos, presentations, websites, or other media for a general audience * Technical proficiency with computers and software platforms such as MS Word, Word Press * Interest in and awareness of current trends in urban agriculture a plus * ArcGIS software knowledge a plus * A positive and willing attitude * Ability to work independently and diligently * Farming/gardening experience welcome but not required | |
| Job Details | |
| Duration | September 21 through December 18, with possible extension thru June 2016 |
| Hours | 10-14 hours per week, depending on candidate’s availability and the mutually agreed upon scope of work |
| Location | At least one day a week, the Community Projects Intern will work at Grow Pittsburgh’s office, which is located at 6587 Hamilton Ave. Pittsburgh 15206. Accommodations can be made for working off-site at other times. |
| Compensation | The hourly rate for this position is $13-15 an hour, depending on the candidate’s qualifications (Federal Work Study eligible students who can work off campus preferred) |
| Questions | Questions regarding the position should be directed to Marisa Manheim at marisa@growpittsburgh.org or 412-362-4769 ext. 103. |
| Deadline & Application Submission | **Applications accepted by email or mail until September 11.**  Email: Marisa Manheim at marisa@growpittsburgh.org. In the email subject line please list: “Community Projects and Policy Intern.”   Mail: Attn: Marisa Manheim  Grow Pittsburgh  6587 Hamilton Ave., #2W  Pittsburgh, PA 15206 |



Community Projects Intern Application

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| Applicant Information | | | | |
| Name | |  | | |
| Phone | |  | | |
| Email | |  | | |
| Address | |  | | |
| Date of Birth | |  | | |
| Work and Other Experience | | | | |
| Please provide a resume or list your relevant experiences below. Relevant experience can include volunteer work or classes. | | | | |
| Title/ Position | Employer/ School | | Start & End Dates | Description of Responsibilities/Relevance |
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| Cover Letter |
| Please provide a cover letter that addresses these questions:   * Why are you interested in this position? * What skills and/or experience do you bring to this position? Include examples of experience with marketing, social media campaigns, or other public awareness-building as well as experience preparing educational documents, videos, presentations, websites, or other media for a general audience * How does this position fit into your long-term personal and professional goals? |

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| References | |
| Please list the contact information for two different people that can be contacted to provide either character and employment references. If you do not have an appropriate employment reference please include an education reference (i.e. past teacher). Note: We may contact these references as part of our hiring process. | |
| **Reference 1 :**   * Personal/character reference * Employment reference * Education reference | |
| Reference Name |  |
| Relationship to Applicant (former employer, teacher, etc.) |  |
| Reference Phone number |  |
| Reference email address (optional) |  |
| **Reference 2 :**   * Personal/character reference * Employment reference * Education reference | |
| Reference Name |  |
| Relationship to Applicant (former employer, teacher, etc.) |  |
| Reference Phone number |  |
| Reference email address (optional) |  |