



Community Projects & Policy Intern

General 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 Winter and Spring, Grow Pittsburgh has many exciting new policy-related projects. We seek a qualified intern to help us educate ourselves and the public on new topics in urban agriculture. This position will report to the Director of Community Projects.

Job Responsibilities:

- Research and summarize findings on urban agriculture issues such as cottage industry law, backyard goat-keeping, urban land policy, refugee farming etc.
- Prepare fact-sheets and organize educational events
- Update the Grower's Resources section of the Grow Pittsburgh website
- Create a Urban Agriculture Policy section of the Grow Pittsburgh website
- As needed: assist the community garden team with preparations for the Spring garden season

Qualifications

- 2 years of formal education or equivalent background in urban planning or urban agriculture policy
- Experience organizing public educational events
- Ability to organize and summarize large amounts of information
- Demonstrated experience preparing educational documents, videos, presentations, websites, or other media for a general audience (sample required)
- Experience with Wordpress a plus
- A positive and willing attitude
- Ability to work independently and diligently
- Farming/gardening experience welcome but not required

Job Details

Duration	End of January to June 2015, with possible extension thru August 2015
Hours	10-20 hours a week, weekdays
Location	Grow Pittsburgh's office is located at 6587 Hamilton Ave. Pittsburgh 15206.
Compensation	This is a paid position (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	<p>Applications accepted by email or mail until January 16th.</p> <p>Email: Marisa Manheim at marisa@growpittsburgh.org. In the email subject line please list: "Community Projects and Policy Intern."</p> <p>Mail: Attn: Marisa Manheim Grow Pittsburgh 6587 Hamilton Ave., #2W Pittsburgh, PA 15206</p>



City Growers Program Spring Intern Application

Applicant Information	
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Name	
Phone	
Email	
Address	
Date of Birth	

Work and Other Experience			
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Please list your relevant experience. This may include volunteer work or classes. Leave blank if submitting a resume with this application.

Title/ Position	Employer/ School	Start & End Dates	Description of Responsibilities/Relevance

Questions

Please respond to these questions in the space provided, or 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?

How does this position fit into your long-term personal and professional goals?

References

Please list the contact information for two different people that can be contacted to provide either character or employment references (at least one employment reference). 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	
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Relationship to Applicant (former employer, teacher, etc.)	
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Reference Phone number	
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Reference email address (optional)	
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Reference 2 :

- Personal/character reference
- Employment reference
- Education reference

Reference Name	
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Relationship to Applicant (former employer, teacher, etc.)	
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Reference Phone number	
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Reference email address (optional)	
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Writing Sample

Please include one writing sample that demonstrates your ability to write for a general audience. Websites, videos, or presentations are also acceptable formats.