



Position: External Affairs Intern

Position Reports to: Director of Operations & Office and Membership Manager

Deadline to Apply: Friday, January 22, 2016

Organization Description:

Grow Pittsburgh (GP) is an urban agriculture non-profit with a mission to teach people how to grow food and promote the benefits gardening brings to our neighborhoods. We believe access to locally-grown, chemical-free fruits and vegetables is a right, not a privilege. We envision the day when everyone in our city and region grows and eats fresh, local and healthy foods.

Summary of Position:

Grow Pittsburgh seeks to give the External Affairs (EA) Intern a well rounded experience, touching on many aspects of the organization. The EA intern will expand GP's visibility throughout the greater Pittsburgh community through outreach and tabling at various community events. The EA intern will also manage logistics of our monthly volunteer projects at Braddock Farms as well as assist in event planning and fundraising.

Hours & Timeline:

This is an internship opportunity for 8-12 hours per week during school semesters and upwards of 40 hours a week for 10 weeks during the summer months. The specific days and number of hours are flexible and can be negotiated based on class schedule.

Duration: March 2016-December 2016

Key Areas of Responsibility:

Community Outreach and Tabling:

- Participate in community events and engage people in conversation about GP's mission and programs
- Increase visibility of GP's membership program

Volunteer Coordination:

- Assist in coordinating the Monthly Volunteer Project (MVP): greet, sign-in, photograph and participate in the MVP specifically at Braddock Farms on the third Saturday of each month and with other programs as needed
- Coordinate scheduling and documentation of volunteer hours in Salesforce
- Update volunteer opportunities on GP's website

Event Planning:

- Assist in the planning and execution of the organization's events

- Assist in the cleaning, storage and maintenance of event inventory and equipment
- Assist the Office and Membership Manager and Director of Operations as needed

Marketing and Communications:

- Design and create monthly event templates to market GP events
- Maintain website event calendar
- Assist Communications Specialist in segmenting and inputting email addresses

Membership:

- Help maintain and grow the GP Annual Membership
- Assist with membership mailings
- Design & print materials using GP templates

Qualifications:

- Passionate about urban agriculture and GP's mission
- Excellent planning and organizational skills, including the ability to plan and execute events in a creative, but professional and on-brand manner
- Ability to balance multiple projects, including both long term projects and varied short term projects
- Good communication skills, especially written and one-on-one conversation
- Motivated, hard-working and comfortable with independent work
- Outgoing, friendly and able to work with groups of people including volunteers
- Access to a reliable vehicle. Mileage is reimbursable.
- Flexible and dynamic schedule. Evening and weekend work required especially during the summer months and leading to any fundraising event
- Able to lift up to 30 pounds
- Able to work outdoors in all weather conditions (heat, humidity, rain and cold)
- Strong computer skills: proficient in Word, Excel, PowerPoint
- Salesforce and Wordpress experience a plus

Details:

The External Affairs Intern is eligible for a stipend. Those who can receive class credit for a 10-month internship are encouraged to apply.

Location: Grow Pittsburgh Office, 6587 Hamilton Avenue #2W, Pittsburgh, PA 15206

To Apply:

This internship is for currently enrolled college or graduate students.

Interested students should apply by January 22nd, 2016 by emailing a cover letter and resume to Christina Bard at christina@growpittsburgh.org . In your email subject line please type "External Affairs Internship."

More information about Grow Pittsburgh and its programs can be found at www.growpittsburgh.org.