



**Position:** Education Intern

**Position Reports to:** Director of Educational Programming

**Deadline to Apply:** Monday, January 20, 2014

**Organization Description:**

Grow Pittsburgh was established in 2005. The organization incorporated as a nonprofit organization in 2008 after four successful programs had been established: *Braddock Farms*, a social enterprise that raises vegetables for local restaurants and provides jobs and locally grown food for Braddock residents; *The Edible Schoolyard*, an elementary school gardening program that uses the seed to table model to educate children about where their food comes from through physical gardens; *The Frick Project*, a greenhouse and garden operation that grows plant starts for local garden initiatives as well as produce for restaurant sales; and *The Summer Intern* program that uses agriculture as a platform for leadership skill development and environmental education. In 2010, the organization launched *City Growers*. This initiative is meant to encourage community vegetable gardening by providing technical assistance in the set up of gardens on vacant land in the city.

**Summary of Position:**

Grow Pittsburgh's Education department provides direct programming to Elementary School students, High School age summer interns, and the general public. In addition, it coordinates the educational experience of volunteers and apprentices, contributes to the organization's communications, and helps shape Grow Pittsburgh's evaluation program. The Education Intern will assist with all aspects of the Education department and reports to the Director of Educational Programming.

**Hours and Timeline:** This internship opportunity averages 10-15 hours/week. Specific days and hours are flexible.

**Duration:** February 2014-August 2014 with a potential to continue through December 2014

**Key Areas of Responsibility:**

Edible Schoolyard:

- Assist with the cleaning, storage and maintenance of garden and kitchen equipment
- Assist with the weekly coordination of summer family volunteers and garden maintenance.
- Assist with the completion of occasional school garden tasks
- Assist with the facilitation of school-wide community events

- Assist with the purchasing and distribution of supplies for the winter cooking program
- Assist with seedling planting, watering and distribution

#### Urban Farmers In Training (summer high school internship):

- Coordinate field trips and special events for the youth interns
- Support the UFIT supervisor and Braddock Farms Manager as needed
- Assist the Director of Educational Programming as needed

#### Volunteer and Apprentice Management

- Assist with the planning and logistics of volunteer and apprentice training and events
- Identify volunteer pools for Education-related activities and post volunteer opportunities
- Manage the scheduling and documentation of volunteers for Education-related events

#### General Public Education:

- Assist with the preparation and formatting of materials for A Garden Primer (3 class workshops series) and other general education classes.
- Assist with the organization of A Garden Primer.
- Help to manage outreach and logistics for general education workshops.
- Assist the Director of Educational Programming as needed

#### Communication and Outreach:

- Assist with the maintenance of the Edible Schoolyard Pittsburgh Website
- Help to publicize all educational programming through photography and social media
- Participate in education-based community tabling events
- Assist in the writing of education related grants.

#### **Qualifications:**

- Federal Work Study Eligible students preferred
- Interest in teaching responsible urban food production and passionate about Grow Pittsburgh's mission
- Excellent planning and organizational skills, including the ability to plan events and organize materials
- 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
- Access to reliable transportation and ability to transport materials (all Edible Schoolyard schools are in the East End of Pittsburgh and some travel will be to Braddock Farms in Braddock, PA).
- Ability to lift 30 pounds
- Ability to adapt to changing conditions and to work outdoors in the summer months
- Proficiency with Facebook and MS Office Suite

**Details:**

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

**To Apply:**

Option 1: Apply by emailing a cover letter and resume to Jake Seltman at: [jake@growpittsburgh.org](mailto:jake@growpittsburgh.org). In your email subject line please state: "Education Intern."

Option 2: Fill out and return a paper application. Email [jake@growpittsburgh.org](mailto:jake@growpittsburgh.org) or call 412-362-4769 ext. 102 to receive an application.

More information about Grow Pittsburgh and its programs can be found at [www.growpittsburgh.org](http://www.growpittsburgh.org) and [www.edibleschoolyardpgh.org](http://www.edibleschoolyardpgh.org)