



**Position:** Education Intern

**Deadline to Apply:** January 20, 2015

**Organization Description:**

Grow Pittsburgh 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 food.

**Job description:**

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: March 2015-August 2015

**Key Areas of Responsibility:**

Edible Schoolyard:

- Assist a lead facilitator in teaching garden classes at our flagship or affiliate schools
- 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 watering, hardening off and distribution

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

- Coordinate field trips and special events for the youth interns
- Support the UFIT supervisors and farm managers 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:

- Help to manage outreach and logistics for general education workshops.
- Assist with the organization of A Garden Primer.
- 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
- 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)

**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)