



**Position:** External Affairs Intern

**Position Reports to:** Director of Operations

**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 Urban Farmers in Training (UFIT)* 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 seeks to give the External Affairs (EA) intern a well rounded experience, touching on many aspects of the organization. The EA intern will expand Grow Pittsburgh's visibility throughout the greater Pittsburgh community through outreach and tabling at various community events. The EA intern will also manage the logistics of our monthly volunteer projects at Braddock Farms as well as assist in event planning for our large scale fundraiser-A Taste of Grow Pittsburgh and other various events.

**Hours and Timeline:** This is an internship opportunity for 8-10 hours per week during the 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 2014-December 2014

**Key Areas of Responsibility:**

Community Outreach and Tabling:

- Participate in community events and engage people in conversation about Grow Pittsburgh's mission and program

### Volunteer Coordination:

- Assist in the coordinating of the Monthly Volunteer Projects (MVP's): greet, sign-in, photograph, post pictures to social media and participate in the MVP specifically at Braddock Farms on specified days and with other programs as needed
- Manage the scheduling, RSVP's and documentation of volunteer hours

### Event Planning:

- Assist in the planning of annual fall fundraising event, A Taste of Grow Pittsburgh
- Coordinate, organize and manage Pick a Prize for annual fundraiser
- Assist in other organization wide events
- Assist in the cleaning, storage and maintenance of event inventory and equipment
- Assist the Director of Operations as needed

### Marketing and Communications:

- Coordinate the monthly Let Us Eat marketing materials
- Design and create monthly event cards to market Grow Pittsburgh events for various programs
- Maintain website event calendar
- Photograph events and compile photo archive

### Membership:

- Help maintain and grow the Grow Pittsburgh Annual Membership: -prospects, enrollment, process acknowledgement and renewal
- Membership processing- mail out letters, thank you gifts etc in a timely manner
- Assist the Director of Operations as needed

### Qualifications:

- Passionate about urban agriculture and 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
- Out-going , friendly and able to work with groups of people including volunteers
- Access to a reliable vehicle
- Flexible and dynamic schedule- evening and weekend work required especially during the summer months
- 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 Microsoft Word, Excel, PowerPoint, Publisher or Mac Pages
- Experience with salesforce, CRM, Access or a donor database is preferred but not required.

**Details:**

Federal Work Study eligible students who can work off campus are encouraged to apply or those who can receive class credit for a 9 month internship.

**Location:**

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

**To Apply:**

This internship is for currently enrolled graduate students.

Interested students should apply by emailing a cover letter and resume to Kate Hickey at: [kate@growpittsburgh.org](mailto:kate@growpittsburgh.org). In your email subject line please state: "External Affairs Internship."

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