



Position: External Affairs Intern

Position Reports to: Director of Operations

Deadline to Apply: Monday, 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.

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 and executing for three new fundraising events.

Hours and Timeline: This is an internship opportunity for 8-12 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 2015-December 2015

Key Areas of Responsibility:

Community Outreach and Tabling:

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

Volunteer Coordination:

- Assist in coordinating the Monthly Volunteer Projects (MVP's): 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
- Manage the scheduling and documentation of volunteer hours in Salesforce

Event Planning:

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

Membership:

- Help maintain and grow the Grow Pittsburgh Annual Membership: prospects, enrollment, process acknowledgement
- Assist with membership mailings

Qualifications:

- Passionate about urban agriculture and Grow Pittsburgh'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
- 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 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 Microsoft Word, Excel, PowerPoint, Publisher or Mac Pages

Details:

Federal Work Study eligible students who can work off campus are encouraged to apply or those who can receive class credit for a 10-month internship.

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 20, 2015 by emailing a cover letter and resume to Kate Hickey at: 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