



Position: Technology Intern

Deadline to Apply: Monday, January 21, 2013

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.

Job description:

Grow Pittsburgh recently migrated all of its contacts to salesforce, a cloud based CRM. We are looking for a motivated individual to provide hands on assistance and training to staff focused on salesforce as well as develop applications and functions to further integrate the organization's data to salesforce such as event, ticketing and volunteer management. A large responsibility will be to assist the organization to use the technology and make any necessary changes to the system to further enhance the usability of it.

Hours and Timeline: This is a graduate internship opportunity for 8-10 hours per week during the school year 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 enrollment.

Duration: February 2013-December 2013

Responsibilities:

- Communicate with staff on program-related data and technology needs
- Research cloud based file storage options
- Create data back-up process for organization to safeguard important documents
- General assistance with office technology (computers, printers, wireless) with troubleshooting, advice etc.
- Design a Salesforce dashboard of graphs related to specific metrics

- Fine tune contacts and organization data
- Develop event management system and volunteer management system
- Create thorough documentation for the design and use of Salesforce
- Train staff on use of Salesforce
- Create a two-year technology implementation plan
- Other duties and responsibilities may be assigned, depending on the intern's skills and interests
- Meet agreed upon project plan milestones and deliverables

Qualifications:

- Federal Work Study Eligible graduate student preferred, but not required
- Interest in Grow Pittsburgh's mission
- Excellent communication skills
- Good planning and time management skills
- Creative problem solver
- Ability to analyze and synthesize large amounts of information
- Proficiency with relational databases and HTML

Details:

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:
khickey@growpittsburgh.org

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