



Summer 2019 Internship Description

Position Title: Home Gardening Program Intern

Position Reports to: Executive Director

Employment Status: Temporary, unpaid

Start Date: May-August 2019

About The GardenWorks Project:

The GardenWorks Project is a local non-profit serving the western Chicagoland region. Our mission is to empower, educate, and promote organic suburban agriculture to improve the wellbeing of our community, the environment, and families facing food insecurity. We support all gardeners in their efforts to grow and prepare food for themselves and their neighbors in need.

Summary of Position:

The Home Gardening Program Internship is a temporary project-based position. The position will assist staff in supporting the 2019 Home Gardens with management of clients and volunteers, providing technical assistance to garden coaches, and assisting in outcomes-based measurements for post-season assessments. In addition, the internship will also collaborate with current health and wellness initiatives and partners that are working with clients participating in the 2019 garden year. The position will be responsible for the following responsibilities, along with other duties as assigned. The average hours per week may vary, but an average of 10 hours per week.

Responsibilities:

- Develop an outcomes-based measurement survey for clients, and build an action plan and team of volunteers for the execution of this survey in the fall.
- Assist with the ongoing communication with 2019, 2018, and 2017 Home Gardening program clients.
- Assist with mapping the organization's impact in western Chicagoland area.
- Assist the Programs and Operations Manager with the Fall Refresh sale.
- Complete one handbook for home gardeners that promotes health and wellness or other topic of interest, with approval of the Executive Director.
- Assist with additional office-related tasks, such as mass mailings, seed sorting, and distributing flyers and marketing materials.

Qualifications & Skills:

- Strong organizational and time-management skills.
- Must be flexible in regard to work hours. Some evening and weekend work required.
- Willingness to work independently and also cooperate as part of a team.
- Positive attitude; engaging personality.
- A commitment to food justice and The GardenWorks Project's mission.
- Spanish-speaking is a plus.

Salary/Benefits:

None.

Equal Opportunity Employer:

The GardenWorks Project is an equal opportunity employer and does not discriminate based on race, color, religion, sex, gender identity/expression, sexual orientation, national origin, age, disability or belief. The GardenWorks Project has a zero tolerance policy for sexism, racism, and xenophobia. We believe there is a place in the garden for all. We will offer resources and support to gardeners to create the world we want to see - well-nourished and free from hate, discrimination, and harassment.

To Apply:

Qualified candidates should submit their resume and cover letter electronically to Jeannie Iseman at jeannie@gardenworksproject.org or by mail to GardenWorks Project, PO Box 615, West Chicago, IL 60186.