



## **Non-Profit Operations Management Internship January 9<sup>th</sup> 2024- May 31<sup>st</sup> 2024**

**Reports to:** Operations and Community Garden Program Manager

**Job Status:** Intern

**Compensation:** \$1,550 (based on January 9<sup>th</sup> start date)

**Location:** Boulder, CO

Check out our [Internship Digital Booklet!](#)

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Growing Gardens' mission is to cultivate community through sustainable urban agriculture. Our programs empower people of all ages, income levels, and abilities by connecting them with their local food system, each other, and the environment.

Our organization values the diverse skills and individuals that come together to create a thriving community and workplace. We are committed to the work we do, and bring our best selves each day, but we don't take ourselves too seriously, have fun, and enjoy the process of doing good in our community. We take care of each other and put people at the center of everything we do.

The Non-Profit Operations Intern will support all Growing Gardens programs and be a community ambassador for the organization. This internship is fast paced and requires hard work, focus, and care.

### **Operations Intern Duties**

#### **Program Registration**

- Assist with Growing Gardens' online registrations for all programs, with an emphasis on helping implement the annual community garden plot registration process
- Assist with program registration tracking, and follow up with participants for registration payments and forms as needed
- Organize and distribute participant information for instructors and Community Garden Leaders, this includes the monthly Community Garden Program Newsletter

#### **Outreach**

- Be an ambassador for Growing Gardens and positively engage with the community during outreach events
- Communicate directly with Community Garden Leaders and community gardeners to ensure smooth functioning of the Community Garden Program

- Support staff and Garden Leaders in developing, planning, and implementing Community Garden projects and volunteer events, educational offerings, and other programming

#### **Event Planning and Execution**

- Provide marketing, planning, and staffing support for events as needed, such as the Annual Plant Sale

#### **General Operational Support**

- Answer the office telephone and make follow up phone calls as needed
- Assist with overseeing the general logistics of the Community Garden Program
- Support donor tracking using donor software, and assist in donor thank-you process, such as for Colorado Gives Day
- Receive and sort mail and process donations
- Help support admin needs of youth programming
- Provide additional administrative support and support additional operations projects as needed

#### **Knowledge and Skills the Intern May Acquire:**

- Exposure to the operations of a non-profit, community-based organization.
- Effective communications
- Current marketing and social media practices and platforms
- Introduction to grant-writing and fundraising
- Networking in local community with press, agriculture and natural foods industries
- Conflict resolution, volunteer coordination and communication skills
- The ability to work in a dynamic, team environment

#### **Structure of Internship**

- Internship duration is January 9<sup>th</sup> 2024– May 31<sup>st</sup> , 2024.
- Intern position is 20 hours per week. \*Note: hours may vary between weeks; however the average number of hours per week will be 20 hours. Hours primarily take place during the week, however there is some required weekend work.
- Intern will attend the internship orientation meeting.
- Intern will be working closely with a mentor from GG staff who will oversee all daily activities; an intern supervisor is available upon request for meetings and provides general oversight of Growing Gardens' internship program
- Interns will have the opportunity to shadow Growing Gardens' staff and attend staff meetings to learn about the operation of the non-profit organization.
- Learning Objectives Contract – Developed within the first month of internship. This includes: position description, educational objectives, learning activities, and skill development
- Evaluation – A midpoint evaluation and end of internship evaluation will include intern self-evaluation, supervisor, and mentor evaluation

#### **Benefits of Interning with Growing Gardens**

- Total stipend amount is \$1550 (based on January 9<sup>th</sup> start date), half paid in March, the other half paid at end of May
- Experience working on a diversified vegetable farm
- Hands-on experience making a positive impact in the lives of children, teens, and

- adults.
- Community connections and networking within the burgeoning local food movement.
  - Friendly environment, with a committed and passionate team.
  - Develop marketable leadership and management skills.
  - Growing Gardens interns also participate in classes, workshops, and brown bag lunches
  - All Growing Gardens internships qualify for University credit if that is desired by the intern
  - Office is centrally located and easily accessed via public transportation.

### **A note about working here in the time of Covid-19:**

Like everyone around the globe our operations have been challenged by this pandemic. Our work has had to shift at a moments' notice based on Public Health guidelines and changing priorities for the organization. We ask that interns are understanding of changing schedules and planned work as is necessary. In order to keep our small and mighty team healthy through the season we are requiring that everyone participating in our internship program be fully vaccinated against Covid-19. At this time, that means they will have received the primary vaccination and the bivalent booster containing Omicron. Further details on this can be found on the CDC website. \*If you need an exception to this requirement, please speak with the hiring manager.

### **Qualifications**

We are looking for someone with great communications skills with experience in Excel, Word, and the Google platform. Our staff and youth enjoy their time together in the garden and office and we'd love for someone to join us while we have fun and do good work. The Non-Profit Operations Intern must be responsible, dedicated and organized. This experience is a great opportunity for someone interested in a job in nonprofit administration and development, and/or community development.

*Growing Gardens prohibits and will not tolerate discrimination or harassment and will take affirmative measures to ensure against them, especially if they are carried out on the basis of race, color, religion, sex, age, marital status, national origin, disability, status as a veteran or disabled veteran, neurodiversity, personal appearance, sexual orientation, gender identity or expression, family responsibilities, genetic information, matriculation or political affiliation. This policy applies to all employees or potential employees, volunteers, participants, members of the Growing Gardens Board of Directors, people who serve on Growing Gardens' committees, and anyone attending Growing Gardens' events. This policy extends to all aspects of employment at Growing Gardens, including hiring, transfer, promotion, training, working conditions, policies, compensation, evaluation, discipline and termination.*

### **To apply:**

**Applications are being accepted on a rolling basis, the position will remain open until filled.**

Send a cover letter that includes the information listed below, and resume with contact information for 2 references, to Quincey at: [info@growinggardens.org](mailto:info@growinggardens.org) with your name and "Non-Profit Ops Intern Application" in the subject line.

In your cover letter, please include:

- Information on relevant skills and experiences (for example, working in an office, gardening,

Microsoft office and Google programs, customer service, volunteer management, and community development).

- What you hope to gain from this internship.