



## Community Programs Internship

Victory Garden Initiative is a non-profit organization that builds communities who grow their own food as a way of life, creating a community-based, ecologically sustainable, socially just and nutritious food system for all. We are a small, dynamic and rapidly growing organization seeking the right team member to join us in changing Milwaukee's landscape into a lush, food-producing city.

### Position Description:

The Community Programs Internship is an opportunity to expand your knowledge of urban food production, gain connections with the Milwaukee food scene, and hone great communication skills while supporting the creation of a more sustainable and socially just food system. This internship will provide experience in community engagement, volunteer management, web-based design, social media and nonprofit management. This is an unpaid internship - students that qualify for school credit are encouraged to apply. Interns can also be hard-core volunteers that are not students!

**Reports to:** Programs and Operations Director

### Schedule and Duration:

Fall Internship	Spring Internship	Summer Internship
September 1 - December 31	January 1 - May 31	June 1 -August 30
10-15 hours/week	10-15 hours/week	10-15 hours/week
Schedule is determined by the Intern and Community Programs Manager at the time of hire.		

### Location:

1. Victory Garden Initiative Office - 249 E. Concordia Ave, Milwaukee, WI 53212
2. Various outreach events across Milwaukee
3. Habitat for Humanity - 3726 N. Booth St. Milwaukee, WI 53212 (Spring Internship only)

### Learning Opportunities and Duties:

- Work from Victory Garden Initiative office 10-15 hours per week, 2-3 days per week; evening and weekend availability
- Collaborate with Programs and Operations Director to plan and implement the Great Milwaukee Victory Garden BLITZ (Spring), Fruity Nutty BLITZ (Spring), Outreach and Marketing Programs (Year-Round), FarmRaiser (September)
- Promote upcoming VGI events, classes and programs via social media, promotional materials, our website, and other creative, grassroots means
- Manage our website, including updating member database and individual web pages
- Write blog posts related to urban agriculture



- Manage outreach opportunity listings
- Create and update detailed organizational materials, production tracking, budget evaluations, and activity reports.
- Conduct community outreach to raise awareness and interest in urban agriculture

### **Qualifications:**

- Aptitude for detail management and commitment to deadlines
- Ability to balance multiple tasks and work independently
- Clear communication skills when working with venues, partners, donors, and all people that come together to make VGI programs happen
- Proficiency in MS Office and basic website design
- Flexibility and adaptability
- Available ten to fifteen hours per week during 8:30-5:30 business hours
- Interest in food system issues
- Ability to work in a team and on your own
- Good communication skills
- Flexibility and adaptability
- Biology, agriculture, environmental, nonprofit management, marketing, or sustainability student preferred.

The Community Programs Intern is crucial to the success of our programs. In addition to general organizational and program needs, this intern can expect to take part in events and activities that take place at our many outreach fun events as well as our urban farm, Concordia Gardens.

To apply: Please send cover letter, resume, and three references to [helpusgrow@victorygardeninitiative.org](mailto:helpusgrow@victorygardeninitiative.org) with the subject line: Internship Program - (note this position). If possible, please combine into one PDF document.

Application Due Dates: **April 15** (Summer Internship), **August 30** (Fall Internship), **December 15** (Spring Internship)