



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 all areas of community engagement including volunteer management, social media outreach, event planning, soliciting sponsorships, and developing marketing materials. volunteer management, web-based design, social media and nonprofit management.

Note that this is an unpaid internship. That being said, we do our best to focus on hands-on training and cross-training opportunities in different departments. We are sometimes able to offer small stipends or credit for specific professional development workshops, but this is not a guarantee. Students that qualify for school credit are encouraged to apply. Interns can also be hard-core volunteers that are not students!

Reports to: Community Programs Manager

Schedule and Duration: This is highly flexible, but in general these are the expectations.

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:

- Collaborate with Community Programs Manager to plan and implement the Great Milwaukee Victory Garden BLITZ (Spring), Outreach and Marketing Programs (Year-Round), and Community FarmRaiser (September)
- Assist with promoting upcoming VGI events, classes and programs via social media, promotional materials, our website, and other creative, grassroots means
- Manage outreach opportunity listings and attend at least 3 informational/educational table at community outreach events (such as a resource fair, Earth Day event, farmer's market community booth etc),
- Assist with creating and updating detailed organizational materials, production tracking, budget evaluations, and activity reports,
- Assist with event logistics including preparation, day-of, and post event wrap up. This can take many forms depending on the event but will consist of things such as organizing volunteers, preparing spreadsheets, setting up/taking down tables, prepping materials and supplies, washing and storing equipment, etc.

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, Google Suite, and basic Social Media platforms,
- Flexibility and adaptability,
- Interest in food system issues,
- Ability to work in a team and on your own,
- Good communication skills,

To apply: Please send a cover letter and resume to helpusgrow@victorygardeninitiative.org with the subject line: Internship Program - Community Programs. If possible, please combine into one PDF document.

Note to applicants: if you are a student and interested in the position but cannot meet the time commitments, please still reach out to us! We are able to accommodate schedules for students to complete much shorter service hours through this internship program, we just ask that you are able to commit to some sort of regular, established schedule. Even if that is as little as 3 hours a week, you can still gain valuable experience in a chosen focus area (i.e. staffing outreach tables or creating promotional materials etc).

Application Due Dates: We accept applications on a rolling basis. However, we usually focus our efforts around these due dates. You may submit at other times, but we cannot guarantee space available at those times or that we will be able to consider your application promptly.

May 1 (Summer Internship), **August 1** (Fall Internship), **December 1** (Spring Internship)