Database and Administration Internship

Victory Garden Initiative is a non-profit organization that builds communities who grow their own food as a way of life to create 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 Database and Administration 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 specific experience in the behind the scenes operations of a small non-profit and will be a vital part of the administration team.

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: Co-Executive Director

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

Fall	Spring	Summer
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 Program Managers at the time of hire.		

Location:
1. Victory Garden Initiative Office - 249 E. Concordia Ave, Milwaukee, WI 53212
2. Victory Garden Urban Farm - 220 E. Concordia Ave, Milwaukee, WI, 53212

Learning Opportunities and Duties:
- Steadily work to update and maintain our online database, Salesforce, to ensure that data is entered correctly in order for staff to utilize this database for critical functions of program management and fundraising,
- Assist wither general administrative tasks such as sending donor acknowledgement letters, organizing digital files and scanning in backed up paper files to our database and Google Drive,

updating the website, entering data (such as volunteer hours, new contact details, donations etc) to our database, and organizing supplies in our brand new office space,

- You will have the chance to learn about the many various digital platforms we use such as Salesforce, Canva, Google Suite, Flickr, Constant Contact, Wordpress, Click n' Pledge, and more,
- Assist with troubleshooting and basic IT tasks,
- Interns are expected to staff at least one informational/educational table at a community outreach event (such as a resource fair, Earth Day event, farmer's market community booth etc),
- Complete other duties as assigned and interested

Qualifications:

- Exceptional written and verbal communication skills
- A meticulous attention to detail
- An ability to multi-task and work efficiently without close supervision
- Strong ability to work both independently and collaboratively
- Flexibility and adaptability
- Proficiency in Google Suite and a quick learner of computer software and digital platforms
- Interested in changing the food system and living the VGI mission
- Student in nonprofit administration, computer science, information science and technology, or related field preferred,

To apply: Please send a cover letter and resume to helpusgrow@victorygardeninitiative.org with the subject line: Internship Program - Database and Administration. 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. editing grant proposals or preparing needs assessments).

Application Due Dates: We accept applications on a rolling basis. However, we usually focus our efforts around the beginning of each semester (September, January, and May) 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.