Internship Job Description  
DeKalb County Community Gardens  
NIU Communiuniversity Gardens Coordinator

**Position Overview**

This position will be responsible for assisting with managing operations in the gardens on campus. It will include leading a regular workday.

**Position Requirements**

- Junior or senior standing.
- Desire to learn about gardening and food systems.
- Self-motivated with excellent time-management skills.
- Team player with great interpersonal skills and ability to communicate effectively.
- Friendly and energetic.
- Sensitive to needs and issues surrounding low-income populations.
- Knowledge or interest in hunger-related issues and growing food for people in need.
- Dependable transportation to office and events within DeKalb County.
- Able to lift and/or move up to 50 lbs.

**Working Schedule and Worksite Requirements**

- This position will be required to work 8-10 hours per week with occasional night & weekend hours.
- Lead one weekly workday in the gardens.
- A weekly meeting with supervisor will be required allows.
- Flexible and adaptable to changing requirements as the growing season progresses. Being agriculturally-based presents distinct challenges that are affected by weather and other crop-production variables.

**Duties and Responsibilities**

**Primary and Essential Duties:**

- Coordinate workday times, logistics, and recruit and supervise volunteers during workday(s).
- Work closely with NIUCG Co-Managers to work on projects and planning for the gardens and garden-related projects.

**Auxiliary duties:**

- Assist in recruiting volunteers.
- Promote organization within the community.
- Promote fundraising campaigns.
- Tasks and assignments will be reviewed by NIUCG Co-Managers.

**Training and Orientation Provided**

Meet with DCCG Lead Growers and on site with the NIUCG Co-Managers. It will include a history of the organization, site visits to the campus gardens (Sandra Streed and Annie Glidden Heritage Garden), and planning of future, seasonally-determined activities. On-going training and assistance will be provided as new tasks arise.

**Expected Learning Outcomes**

- Understand food production methods and systems.
- Receive an introduction to food justice issues.
- Develop project management skills.
- Improve ability to communicate clearly and effectively.

**Employment Products**

Intern may create, but will not be limited to: press releases, newspaper articles, facebook events, website pages, analysis of garden output data.