Internship Job Description
DeKalb County Community Gardens
NIUCG Community Outreach and Volunteer Coordinator

Position Overview
This position will be responsible for mobilizing volunteers for the NIU Communiversity Gardens, planning and executing outreach events, and leading one volunteer workday.

Position Requirements
- Junior or senior standing.
- Desire to learn about gardening and food systems.
- Self-motivated with excellent time-management skills.
- Ability to set priorities and meet deadlines while working on multiple projects.
- Ability to adapt to changing priorities.
- Excellent written, verbal, and organizational skills.
- Familiarity with multiple forms of social media.
- 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.
- Team player with great interpersonal skills and ability to communicate effectively.
- Friendly and energetic.
- 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.
- Be available to perform garden tours to student groups and organizations.
- A weekly meeting with supervisor will be required.
- 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:
- Outreach events such as garden tours and fundraising events.
- Assist in recruiting volunteers.
- Promote organization within the community.
- Plan and promote fundraising campaigns.
- Assist in volunteer database development

Auxiliary duties:
- Coordinating garden workdays.
- Lead volunteer workday.

Training and Orientation Provided
Initial training will take place 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
- Better understanding of volunteer coordination and outreach practices.
- Learn about process of project prioritization in a professional setting.
- 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, social media content calendar, blog posts.