



Internship Job Description

DeKalb County Community Gardens

NIU Commiversity Gardens Coordinator

Position Overview

This position will be responsible for assisting with managing operations in the gardens on campus. It includes leading regular workdays. Academic credit and a stipend is available.

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 at minimum one weekly workday in the gardens (Tuesdays and Thursdays from 3:00 - 6:00 p.m.)
- 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:

- 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.

How to Apply

Interested applicants should submit their resume, letter of interest, and copy of their fall schedule to niucg@niu.edu.