

Vermont Community Garden Network Network Development Internship Spring 2017

Length of Internship: February 6 – April 28 (dates flexible)

Hours: 10-12 hours/week

Wage: Unpaid, academic credit only

Applications Due: January 27, 2017

Position Summary:

Vermont Community Garden Network's (VCGN) Network Development Intern will assist with communication and outreach for the statewide network of community and school gardens. Working with VCGN staff, the intern will gather garden information and refine systems for updating VCGN's Garden Directory and online database. The intern will work closely with VCGN's Statewide Network Coordinator on outreach, preparations, and delivery of workshops and events for community and school garden leaders around the state as a part of the Grow It! series. Additionally the intern will use the information gathered and their experience communicating with garden groups from across Vermont to develop public outreach materials that tell the story of the garden network.

Primary Duties:

- Communicate with garden partners and utilize survey information to update and improve VCGN's Garden Directory and online database.
- Work with Statewide Network Coordinator to develop promotional materials and conduct outreach for the spring Grow It! Garden Leader Workshops.
- Assist with spring Grow It! workshop prep, event logistics and delivery, as available.
- Develop public outreach materials to help tell the story of the network of Vermont community and school gardens.
- Other network development and outreach duties as needed.

Skills & Qualifications:

- Interest in community-based gardening, food systems, food security, and/or community health.
- Excellent written and phone communication skills.
- Public relations and social media experience and capability.
- Computer proficiency; mapping, database, and website development experience preferred.
- Keen attention to detail and ability to meet deadlines.
- Willingness to take initiative and motivation to seek new learning opportunities.
- Strong work ethic and ability to interact with the public in a professional and courteous manner.

Vermont Community Garden Network is a nonprofit organization that supports community-based gardening in the city of Burlington and across the state of Vermont. We provide technical assistance, training, resources and funding to help community and school groups create and grow vibrant, productive, and sustainable gardens and our local programs provide hands-on garden education for youth and adults. This work helps build healthy local food systems, and encourages community connections and collaborations.

To apply, please email a cover letter, resume, and 3 professional references to:

Libby Weiland, Statewide Network Coordinator

libby@vcgn.org

(802) 861-4769