



## **Job Description for 2024-25 School Year Interns (x2)**

### **Mission Statement**

Louisville Grows is dedicated to fostering sustainable urban agriculture, urban forestry, healthy living, and environmental stewardship in Louisville, KY. Our mission: growing greener, healthier neighborhoods.

### **Internship Summary**

The Louisville Grows staff has great interest in developing skills in two college or senior-level high school students who have an interest in urban agriculture, urban forestry and environmental education as a career. As a volunteer training program, the Louisville Grows internship program will allow you to make an educated decision on the type of future work you might have interest in pursuing. You will learn the ropes on how nonprofits work and what type of skills are needed to succeed as a nonprofit staffer.

### **Potential Responsibilities**

Each internship is for 10 hours a week during the week with extra hours during weekend events. The Internship hours at the Louisville Grows office, 1641 Portland Avenue are Tuesday, Wednesday, and Thursday 2:00 to 5:00 PM and on Saturdays as needed. There will also be a weekly intern meeting via Google Meets on Mondays to discuss the week's schedule and special training.

#### **Outreach Communications 70%**

(If two interns, duties will be split based on skills and interest)

- Helps maintain outreach and communication spreadsheets as assigned.

- Helps build social media Instagram and Facebook posts.
- Learns Canva graphic design software and will assist with project organization on the Canva platform utilizing an SOP (standard operating procedure).
- Learns how to organize digital assets (photos, videos, graphics) utilizing Google Sheets and Canva utilizing an SOP.
- Research outreach projects as assigned, such as weekly reading of LGs Google Alerts, city council members' newsletters, city council agendas, and minutes. Glean pertinent information for staff on a spreadsheet.
- Writes and emails out calendar event releases to area media sources.
- Other work as assigned based on progression of overall skills during the internship.

### **Operations 30%**

- Handles physical work or activities directly related to the Urban Ag and Urban Forestry programs.
- May be asked to plant and water trees.
- Help canvas neighborhoods for tree recipients.
- Work in the greenhouse planting seeds or watering seedlings.
- Work during Saturday events during tree plantings and the Seeds & Starts Sale.

The interns will be managed by the Executive Director with input from the three LG managers based on the project area.

### **Skills Needed**

- Has an interest in sustainability and environmental justice issues.
- Knows how to type and uses Google mail and Google Suite.
- Has some graphic design, photography, and videography skills.
- A native social media user for themselves and/or a school club or event.
- Exhibits organizational skills such as organizing projects or events in a school, club, or work setting.
- Ability to lift 50 pounds and stand for long periods of time and sit at a computer for several hours at a time.
- Not afraid to get dirty planting, watering, and handling soil.
- Knows something about plants.

- Enjoys working with others and meeting new people.

## **Application Process**

Louisville Grows is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees, interns, and volunteers. We do not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

We encourage applicants from all backgrounds to apply even if you don't meet every single qualification listed here.

Must be a senior in high school or an undergraduate student in a Louisville metro college or university to be eligible.

Interested candidates should submit a letter of intent of what you would like to learn with a Louisville Grows internship and what skills you can bring. Please keep the letter to one page only. Submissions without a letter of intent will not be considered.

Also, you will need to send a skills resume which includes any Social Media handles you currently use or are responsible for plus two reference letters from people (with contact information provided) who have observed your organizational skills in class, school or volunteer projects, clubs, or work situations. Send all application materials to [info@louisvillegrows.org](mailto:info@louisvillegrows.org).

**Submission Deadline:** Application materials due Tuesday, October 1st, 2024. Internships will begin the first full week of November and go through the end of the school year.