



## **Unpaid Internship with Growing Hope VOLUNTEER COORDINATION**

### **About Growing Hope:**

Growing Hope is a grassroots non-profit organization in Ypsilanti, Michigan dedicated to empowering individuals, groups and communities through gardening and increasing access to healthy food. We aim to use good food as a vehicle to Grow Healthy People, Grow Healthy Places, and Grow Healthy Economies.

Through our volunteer program, Growing Hope engages people of all ages and abilities to support our work, and we work to grow diverse leaders in our community through our volunteer opportunities.

### **Position Description:**

As part of Growing Hope's general operations, we seek a part-time intern to support the efforts of our Volunteer Coordinator in providing outreach, recruitment, orientation and management of individual and group volunteers. Growing Hope utilizes volunteers across all program areas, and internal operations, and is also seeking to expand opportunities to workplace and community groups seeking team-building and other benefits through service.

Specifically, the intern will work on data management and evaluation, collecting and tracking volunteer data. The volunteer intern will assist in supervising and managing some on-site volunteer projects, and the scheduling and coordinating of volunteer shifts and groups.

Intern duties may also include assisting in developing volunteer program and orientation materials, connecting with partners and local food suppliers, doing research and writing, and organizing events and/or meetings.

### **Qualified candidates will exhibit the following:**

- Available 10-20 hours/week during internship period
- Has reliable means of transportation (public or private) to and around Ypsilanti.
- Passionate about food systems and Growing Hope's mission.
- Experience working with volunteers, and being a volunteer in multiple settings
- Ability to effectively work with many ages, income levels, education levels, and race and ethnicities in a community setting.
- Strong oral and written communication skills
- Ability to take a leadership role, and promote leadership and agency within others
- A sense of cultural competency for the Ypsilanti community
- Organized with spreadsheets and data collection/entry. Database experience a plus.
- Experience conducting community outreach and engagement to multiple audiences
- Competency in research and writing. Strongly computer literate and efficient in MS Office.
- Gardening, farming, or construction experience a plus.



**Internship Dates:**

**(Partial) Winter Term-** March 1, 2017 and running through May or June 2017.

**Summer Term-** May 1, 2017- August 15, 2017. Depending on school calendars June 1 start date is possible to be considered.

**Fall Term-** September 1-December 15, 2017.

**To Apply:** Please apply by March 1, 2017. Cover letter (1 page) and resume, that includes what you hope to gain during your internship, and what you think you could most contribute. Also include your desired hours and schedule availability. Please send these documents to [apply@growinghope.net](mailto:apply@growinghope.net) or drop them off in person to the Growing Hope Center at 922 West Michigan Avenue, Ypsilanti, MI 48197.

*Growing Hope is an Equal Opportunity Employer and does not discriminate potential employees based on race, creed, age, color, disability, national origin, sex, gender identity, sexual orientation or marital status. We encourage the following groups to apply: people of color and individuals who possess an in-depth understanding of poverty or economic hardship.*