



Education Programs Internship

Victory Garden Initiative is a non-profit organization that builds communities who grow their own food as a way of life to create a community-based, ecologically sustainable, socially just and nutritious food system for all. We are a small, dynamic and rapidly growing organization seeking the right team member to join us in changing Milwaukee's landscape into a lush, food-producing city.

Position Description:

The Education Programs Internship is an opportunity to expand your knowledge of urban food production, gain connections with the Milwaukee food scene, and hone great communication skills while supporting the creation of a more sustainable and socially just food system. This internship will provide experience in curriculum development, education program planning and evaluation, event planning, community engagement, volunteer management, marketing, web-based design, and nonprofit management. This is an unpaid internship - students that qualify for school credit are encouraged to apply. Interns can also be hard-core volunteers that are not students!

Reports to: Program and Operations Director

Schedule and Duration:

Fall	Spring	Summer
September 1 - December 31	January 1 - May 31	June 1 - August 30
15-20 hours/week	15-20 hours/week	15-20 hours/week
Schedule is determined by the Intern and Program and Operations Director at the time of hire.		

Location:

1. Victory Garden Initiative Office - 1845 N Farwell Ave. Suite 100, Milwaukee, WI
2. Concordia Gardens Urban Farm - 220 E. Concordia Ave. Milwaukee, WI
3. Education venues throughout Milwaukee and beyond.

Learning Opportunities and Duties:

- Work from Victory Garden Initiative office 10-15 hours per week, 2-3 days per week; evening and weekend availability
- Collaborate with Education Programs Manager to plan and implement the Food Leader Certification Program (Spring and Fall), YEP! Youth Education Program (Spring and Summer), Move Grass Clases (Spring and Fall)
- Create and update detailed organizational materials, production tracking, budget evaluations, and activity reports.



- Develop YEP! Program materials including experiential (hands on) curriculum, evaluation methods, marketing, and procedures
- Assist in marketing educational programs including material development, advertisements, and other promotional material
- Create and distribute promotional materials for upcoming programs (canvassing, putting up posters, attending community meetings)
- Help VGI run an informational/educational table at community outreach events
- Assist in maintaining Facebook, Twitter and other social media accounts on behalf of VGI
- Design fliers and write newsletter content
- Complete other duties as assigned

Qualifications:

- Aptitude for detail management and commitment to deadlines
- Ability to balance multiple tasks and work independently
- Clear communication skills when working with venues, partners, donors, and all people that come together to make VGI programs happen
- Proficiency in MS Office, Google Suite and basic website design
- Proficient with marketing through social media engagement
- Responsible, able to follow through on assignments and work independently
- Availability some evenings and weekends for outreach and volunteer events
- Passionate about changing the food system and living the VGI mission
- Flexibility and adaptability
- Available ten to fifteen hours per week during 8:30-5:30 business hours
- Interest in food system issues
- Ability to work in a team and on your own
- Biology, agriculture, environmental, nonprofit management, education, marketing, or sustainability student preferred. Additional desired skills: Curriculum design and youth engagement experience

The Education Programs Intern is crucial to the success of our programs. In addition to general organizational and program needs, this intern can expect to take part in events and activities that take place at our many outreach events as well as our urban farm, Concordia Gardens.

To apply: Please send cover letter, resume, and three references to helpusgrow@victorygardeninitiative.org with the subject line: Internship Program - (note this position). If possible, please combine into one PDF document.

Application Due Dates: **April 15** (Summer Internship), **August 30** (Fall Internship), **November 15** (Spring Internship)