SUMMER GROWING ASSISTANT (UNPAID INTERNSHIP)
Reports to the Growing Matters Program Manager
Columbus, Ohio

Local Matters, an Ohio-based nonprofit with a mission to create healthy communities through food education, access, and advocacy, is currently looking to hire dynamic, motivated individuals for the position of Summer Growing Assistant.

Position Summary
The Growing Matters program enables individuals to grow their own food and improve access to local, fresh, and whole foods. This is accomplished through work with community partners, learning gardens, and growing workshops. Growing Matters workshops provide vital hands-on education that teaches children and adults where their food comes from and how to grow it.

This unpaid internship position will report directly to the Growing Matters Program Manager. Summer Growing Assistants support Local Matters’ involvement in community gardens throughout the 2020 summer growing season. This position involves both administrative and direct service responsibilities.

Social Distancing and Direct Service during the COVID-19 Pandemic
Local Matters is committed to continuing our mission creating healthy communities during the COVID-19 pandemic. To ensure the safety of the communities we serve, our staff, and our internship team, Local Matters has adopted safety guidelines outlined by the CDC that also align with existing mandates from the public health and state government’s office. Local Matters is committed to providing staff and interns with necessary protective supplies. We require team members to adhere to organizational safety standards to safely deliver direct services and programming.

Specific Responsibilities

- Support garden planting schedules at Growing Matters partner garden sites
- Support on-going garden maintenance at Growing Matters partner garden sites
- Support harvesting schedules of gardening sites, as needed and based on existing garden plans
- Support adequate record keeping for quantity of produce harvested
- Input and manage harvest and garden records into AirTable database
- Support implementation of and attend Growing Matters workshops, as needed
- Lead Growing Matters workshops for programming partners, as needed
- Support Growing Matters community events, as needed
- Support garden tasks/projects, as needed
- Attend weekly meetings and team checkpoints
Qualifications and Skills

- Gardening experience
- Flexible, friendly, and positive
- Strong communication, relationship-building skills, and experience working well with individuals of all ages and backgrounds
- Strong organizational and time management skills
- Willingness to work collaboratively with other staff, interns, and volunteers
- Basic computer skills, knowledge of Microsoft Office
- Ability to lift 40lbs and perform manual labor in gardens
- Willingness to participate in community-focused events with creativity and confidence
- Familiarity and comfort performing garden related tasks
- Reliable access to transportation and willingness to travel within the Greater Columbus Metropolitan Area; the ability to drive a stick shift truck is a plus
- Ability to maintain a 20-hour/week work schedule
- Ability to work 9:00am – 5:00pm, as well as evening and weekends. Schedule will vary based on the needs of the program.

Compensation and Benefits

- **This position is an unpaid internship.**
- Unpaid internships qualify and are eligible for completion of volunteer/internship hours (maximum 240 hours). Eligibility based on specific program requirements.


To Apply: Please email a cover letter and resume to jhickman@local-matters.org.

*Local Matters is an Equal Opportunity Employer*