Internship Opening Notice

**Position:** Program Evaluation Intern

**Compensation:** N/A, this is an *unpaid* internship

**Type:** Temporary, 10-20hrs per week, 3 months minimum commitment

**Schedule:** Applicants should be available to work at least 10 hours per week in the office, Monday – Friday, between 10AM and 6PM (flexible); additional hours can be completed remotely.

**About Us:** Harlem Grown’s mission is to inspire youth to lead healthy and ambitious lives through mentorship and hands-on education in urban farming, sustainability, and nutrition.

**Our Farms & Facilities:** Harlem Grown operates twelve urban farms including five school gardens, three soil based farms, and two hydroponic greenhouses. Our offices and properties are located between 122nd and 135th Street in Central & East Harlem, Manhattan.

**Our Programs:** Harlem Grown provides youth and community development programs focused on urban farming, wellness, and sustainability. Our youth focused programs include intensive school partnerships placing sustainability mentors in six public schools, as well as educational farm tours, summer camp, a Saturday enrichment program, and a workforce development program for at-risk young adults. Our community development programs include volunteer service opportunities, wellness workshops, special events, commercial and community food scrap collection for composting, and fresh farm produce distribution to participants, volunteers, and neighborhood residents.

**Job Overview:** Harlem Grown seeks an organized, detail-oriented and enthusiastic Program Evaluation Intern to assist with the evolution and implementation of an evaluation framework for our programs. The Intern will report to the Development Director, work closely with the Programming Team, and consult with evaluation/survey professionals, as available. There will be a strong focus on analyzing and quantifying the psycho-social impact of our work.
Responsibilities:
● Work with the Development Director, Program Director and other HG staff to improve and implement an evaluation framework for our programs, including revising/editing past survey tools, conducting the survey, analyzing data, and writing of a final quantitative report narrative
● Conduct interviews with participants to write youth “profiles” which HG will use to share program participant stories with various stakeholders
● Adhere to all Harlem Grown safety protocols and requirements, including submitting to a background check
● Commit to a weekly schedule and report to shifts on time
● Serve as a role model for youth and reinforce Harlem Grown’s values of honesty, respect, and responsibility

Qualifications:
● Graduate level experience preferred
● Excellent organizational, communication, and writing skills
● Experience with quantitative data analysis
● Adept at using excel and creating pivot tables
● Ability to work with diverse community members
● Willingness to work outdoors in all types of weather
● Motivated, creative and punctual, able to work both independently and as part of a team
● Flexibility to work different days or extended shifts appreciated, but not required
● Spanish language fluency a plus

How to Apply: Please send resume and cover letter to info@harlemgrown.org. Please write “Program Evaluation Intern - ” followed by your first and last name in the subject line.

Application Deadline: ASAP or until filled

Harlem Grown is an Equal Opportunity Employer. We recruit, employ, train, compensate, and promote regardless of race, religion, color, national origin, sex, disability, age, veteran status, and other protected status as required by applicable law.