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Growing The Table Program Internship

Details

Schedule: 10 hours per week (Tuesday's required), starting October 11 and ending on December 17

Salary: This is a volunteer, unpaid internship. If you are using this internship to gain course credit or seek out grants with your college, please include this information in your cover letter.

To apply: Along with your resume, please send us a brief cover letter highlighting why you're interested in the program. Send your materials to clauder@homelessgardenproject.org and include the internship position for which you're applying in the subject line. Applications accepted on a rolling basis until the position is filled.

Description

The Homeless Garden Project (HGP), founded in 1990 and based in Santa Cruz, California, provides job training, transitional employment and support services to people experiencing homelessness. In addition, HGP operates a thriving community education and volunteer program. Our programs take place on our 3.5 acre organic farm and related social enterprises, including the Homeless Garden Project Store. The HGP Store sells its own products that are made by program trainees from herbs, flowers, and produce grown on our 3.5-acre organic farm as well as some products made by local artists sold on consignment. HGP products include bath & body, food & beverage, candles, and more. HGP Store sells products at its two retail locations in Santa Cruz and Capitola, online (shop.homelessgardenproject.org), and through wholesale partners. HGP Store does a significant portion of its business during the holiday season.

Growing The Table Pilot Program

HGP is participating in a pilot program this summer that is run by Growing The Table (GTT), an initiative that 1) helps select farmers and ranchers achieve economic viability and sustainability through profitable market alternatives, and 2) increases access to food aid for the food-insecure by creating distribution sites that are open to all people in need.

HGP will serve as a distribution site, providing ~200 free fresh produce boxes weekly to numerous agencies in Santa Cruz that serve food-insecure individuals. HGP will be working with a supplier that will deliver the produce boxes to HGP's farm.

Feed 2 Birds Program

Each year, HGP provides 30 weekly produce boxes harvested from its own farm to participating agencies that serve food-insecure individuals through its Feed 2 Birds (F2B) program.

Responsibilities

- Manage all day-of operations of the distribution site for both the GTT & F2B programs on Tuesdays.
 - Morning set-up
 - Receive GTT produce boxes from supplier
 - Receive F2B produce boxes prepared onsite by HGP farm staff & crew
 - Oversee agency produce box pick-ups
 - Afternoon break down
- Serve as the primary contact for the supplier and agencies

- Field all calls and emails from the supplier and agencies, aiming to answer questions and resolve issues.
 - Coordinate with HGP staff to resolve issues as needed.
- Support data collection from participating agencies

Qualifications

- Strong communication and writing skills
- Detail-oriented with an ability to oversee numerous moving parts
- Retail or customer service experience a plus
- Responsiveness
- Basic computer and spreadsheet proficiency, ideally in Google Suite
- Ability to lift and move heavy objects up to 50 pounds

Intern Will Gain:

- Diverse skills and hands-on experience for a growing nonprofit organization
- Experience building relationships with a wide range of community members
- Operations and logistics management
- Event planning and coordination
- Professional written and oral communication skills
- “Customer” service skills
- Data management

Work Schedule/Time Commitment

Start Date: October 12, 2021

End Date: December 17, 2022

Commitment: ~10 hours per week

- Tuesdays: 8am – 4pm at the farm (8 hours)
- ~2 hours of weekly administrative work (remote)

The Homeless Garden Project is an equal opportunity employer. People of color, transgender and gender-nonconforming people, women, people with abilities in multiple languages, immigrants, and people living with disabilities are encouraged to apply.