

2019 ECOLIFE Internship Description



Title of Position

Production Management Intern

Manager Name

Connor Leone
Sustainable Agriculture Program Manager
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Position Overview

The Production Management Intern will work under the direction and mentorship of the Sustainable Agriculture Program Manager to support program related needs. Projects may include: ECO-Cycle maintenance and manufacturing, sales , inventory accounting, parts ordering, system troubleshooting, classroom visits, education program enrichment, and writing opportunities.

For Organization

- Assist with monitoring of ECO-Cycle inventory and maintenance
- Assist with manufacturing and distribution of ECO-Cycle Aquaponic Kits
- Schedule and work with volunteer network to lead in manufacturing of ECO-Cycles
- Prepare detailed reports on inventory operations, stock levels, and adjustments.
- Create a schedule for ordering supplies to avoid inefficiencies or surplus.
- Analyze different suppliers to obtain the most cost-effective options.
- Support network of teachers, students, customers and collaborative partners

For You

- Work on tangible projects that will enhance your resume and skill set
- Gain experience in nonprofit programs & work with dedicated professionals
- Opportunity to express creative ideas and receive feedback
- Build management and leadership skills
- Develop communication strategies, management techniques, and streamline action-oriented efforts for multiple projects
- Make a difference!

Skill Set Requirements

- Microsoft Excel experience required
- Warehouse or inventory experience preferred but not required.
- Supply chain management knowledge preferred but not required.
- Excellent written & verbal communication skills.
- Outstanding organizational skills and attention to detail.
- Strong time-management and ability to meet deadlines.
- Good sense of humor!

Start and end dates of internship

Flexible

Expect hours per week

10 hours

