

2020 ECOLIFE Internship Description



Title of Position

Program Management Intern

Manager Name

Connor Leone

Sustainable Agriculture Program Manager

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Position Overview

The Program Management Intern will work under the direction and mentorship of the Sustainable Agriculture Program Manager to support program related needs. Projects may include: program development and implementation, data entry & analysis, communication and outreach, classroom visits, curriculum development, and writing opportunities.

For Organization

- Assist with monitoring, enrichment, and implementation of education program
- Research and gather data on global food systems, the social and environmental impacts of agriculture, and alternative methods of food production and distribution
- Develop future programs to support efficient and sustainable agriculture models
- Support curriculum implementation – water conservation, native habitats, climate science, STEM, and NGSS
- Assist in strengthening network of environmental organizations, education institutions, and aquaponic growers
- 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
- Attend events and workshops to support outreach efforts
- Develop communication strategies, management techniques, and streamline action-oriented efforts for multiple projects
- Make a difference!

Skill Set Requirements

- Passion for education, sustainability, and innovative food systems
- Excellent written & verbal communication skills
- Outstanding organizational skills and attention to detail
- Strong computer skills. Graphic design is a plus!
- Ability to work with a diverse group of constituents including teachers, students, donors, volunteers, business leaders, and staff
- Strong time-management and ability to meet deadlines
- Capable of forming innovative concepts and fostering creative projects
- Good sense of humor!

Start and end dates of internship

Flexible

Expect hours per week

10-15 hours

