

URBAN HARVEST, INC.



Division/Department	Development/Communications
Job Title	Communications Intern
Reports to	Amy Hernandez

Level/Grade	Director	Type of position:	Hours: 10-20 / week
		<input type="checkbox"/> Full-time	
		<input type="checkbox"/> Part-time	
		<input type="checkbox"/> Contractor	
		<input checked="" type="checkbox"/> Intern	

ORGANIZATION OVERVIEW

The mission of Urban Harvest is to cultivate thriving communities through gardening and access to healthy, local foods.

Urban Harvest is a private nonprofit organization that envisions a healthier city where everyone has access to locally grown, nutritious food harvested from sustainable community gardens and farms. Our work addresses urban hunger, neighborhood revitalization, and better, more accessible food for everyone. Urban Harvest staff and volunteers address these issues by leading and promoting farmers' markets, providing gardening education for all ages, and supporting and building a network of community and school gardens throughout the greater Houston area. These projects improve food access and support local food sources while helping people work productively, sustainably, and creatively on the land.

Urban Harvest is led by a 13-member Board of Directors. Work of the organization is conducted through committees, volunteerism, and a hardworking staff of 10. Funding is provided by private foundations, corporations, community organizations, individuals, Houston area school districts, farmers markets, memberships, fruit tree sales and fundraising event.

GENERAL DESCRIPTION

Urban Harvest is seeking a Communications Intern for 10 to 20 hours per week to help manage public communications and provide support for marketing and outreach efforts for the organization. The intern will focus on social media relations, website updates, and design work.

We are eager to find the right candidate and are therefore flexible regarding hours, availability and duration.

The internship is available for Fall 2018 (August-December). To apply, please send a resume and cover letter to amy@urbanharvest.org. For more information, please contact Amy Hernandez, at amy@urbanharvest.org or 713-880-5540.

WORK REQUIREMENTS

Responsibilities and specific duties:

- * Promote events, news, and volunteer opportunities on social media platforms
- * Update Urban Harvest website and newsletter with relevant content

- * Design graphics to fill various organizational and program needs
- * Organize materials for outreach events and marketing opportunities

Qualifications:

- * Strong social media skills
- * Strong writing and interpersonal skills
- * Outreach and marketing experience
- * Website experience (e.g. Word Press)
- * Microsoft Suite knowledge
- * Adobe Suite experience (preferred)

EDUCATION REQUIREMENTS

Rising sophomore, junior, or senior in college