



**Position Title: Temporary Program and Propagation Support**

**Deadline to apply: 12/1/19** Position will be filled as soon as possible.

**Greater Lansing Food Bank** (GLFB) is a non-profit organization that provides food assistance to individuals and families in need. **Greater Lansing Food Bank's Garden Project** (GP) program, formed in 1982, uses gardening as a means for community development, personal empowerment and hunger prevention. As a proud program of GLFB, Garden Project pursues our organizational vision of a hunger-free community by cultivating connections so that all community members can have access to fresh, healthy foods through gardening opportunities. Garden Project has grown to support a network of over 110 community gardens and over 500 home gardeners by providing access to land, how-to education, free seeds and plants, tool lending, a networking hub and more.

**Position Description:** Garden Project's *Temporary Program and Plant Propagation Support* member will be responsible for greenhouse production of vegetable transplants and will assist staff with educational and promotional outreach to the community, workshops, trainings, resource allocation and working with volunteers.

**Number of applicants that are currently being accepted:** One

**Pay/Educational Credit:** This is a temporary, part-time, hourly paid support role with the opportunity to earn college credit (if approved in conjunction with your educational institution requirements)

**Internship Dates:** January 20 – May 30, 2020 (exact dates negotiable)

**Hours per week:** Minimum of 15, 20 preferred.

**Day & times required:** Both 8-5 business hours, and evening and weekend obligations, are to be expected.

**Preferred schedule:** Three, 6-hour weekday shifts (Mondays being one required day) and one weekend watering shift.

**Terms:** The Temporary Program and Propagation Support member reports to the Gardens & Greenhouse Coordinator and the full Garden Project team. Garden Project will provide training as needed. The intrinsic rewards are many, such as learning about sustainable food systems, becoming familiar with propagation and greenhouse operations, gaining teaching experience and exposure to the nonprofit working environment.

**Responsibilities:** The *Program and Propagation Support* member will work directly with staff on a variety of tasks.

- Crop selection, planning and scheduling for spring and summer transplant distributions.
- Starting, watering, nutrient management, and ongoing plant maintenance.
- Management of greenhouse space (learn climate control mechanisms, organize and clean greenhouse materials).
- Researching and updating educational, outreach and resource materials.
- Publicizing and supporting local garden efforts through social media, gardener profiles, and assisting/leading workshops and events (Self-motivation will increase possibilities of scope and may include conducting seed starting &/or Garden 101 workshops).
- Assisting with GP Resource Center by organizing and distributing materials.
- Supporting volunteer efforts as well as increasing efficiencies within the greater program.



- Garden season site preparations (independently and with staff/volunteers) as weather allows.

### Qualifications & Skills:

- If pursuing an internship, applicant must have active academic standing and this role must be in conjunction with a university program in Horticulture, Botany, or related field. (Junior or Senior student standing preferred).
- Experience growing plants from seed, familiarity with common greenhouse insects and diseases is a bonus.
- Ability to travel to Hill Center Greenhouse in south Lansing and the GLFB administrative office in north Lansing.
- Strong computer skills in Microsoft programs.
- Flexibility to work watering shifts on some weekends.
- Ability to lift up to 45 lbs.
- Excellent communication and organizational skills. Ability to coordinate work schedule and duties with other community members and program staff.
- Ability to work independently after receiving adequate guidance and a demonstrated ability to follow direction.
- Attention to detail, and good observational skills to detect and address problems while they are small
- Ability to occasionally work outdoors in all conditions while maintaining a positive attitude
- Ability to work with a diverse range of people of various social, cultural, economic, and ethnic backgrounds while maintaining a positive attitude

**Outcomes of Support Role:** Gain experience with propagation, community development, organizing and outreach, program operation, development of educational materials and urban agriculture. Academic credits may be possible, depending on your program of study.

**Transportation/Location Information:** The greenhouse is located at the Schmidt Community Center in south Lansing, [5825 Wise Rd.](#) Intern will also have work responsibilities at the GLFB administrative office at [919 Filley St, Lansing.](#) Personal transportation is required.

**To apply please send resume and cover letter with availability (start and end dates) to:**

Rebecca Kline Office Manager & HR Administrator, [rebecca@glfoodbank.org](mailto:rebecca@glfoodbank.org). Email submissions only.

This description is intended to give the reader a general idea of the overall purpose and main activities/responsibilities that are intrinsic to the position. While the description is intended to be representative, it is not intended to be limiting.