Zenger Farm Partnership and Project Coordinator Intern 2015-16

Organization:
Zenger Farm is a working urban farm that models, promotes and educates about sustainable food systems, environmental stewardship, community development and access to good food for all. Zenger offers experiential and science-based programs that teach youth and adults the importance of food, farming, wetland conservation and environmental stewardship in healthy urban communities. Zenger’s expansive education programs include; farm camps, school field trips, healthy eating on a budget and farmer training. These programs combined bring 10,000 visitors, primarily children, to the farm each year, educating the community about farming and increasing awareness of environmental sustainability.

http://www.zengerfarm.org/

To increase community access to fresh, healthy food, Zenger piloted a nationally innovative program to accept SNAP as payment for their CSA. They also started the Lents International Farmers Market, which is now in its 7th year. Zenger Farm is committed to sustainable food, education innovation and cultivating community.

Internship Description:
This 9-month paid internship position serves primarily as a liaison between PSU faculty and Zenger Farm to support community-based learning projects developed in collaboration with the Institute for Sustainable Solutions (ISS). Currently, ISS, PSU and Zenger Farms have committed to several community-based learning projects over the 2015-16 school year. The intern will work directly with Zenger staff to manage these relationships, providing added capacity to Zenger Farm, assisting faculty in background research on Zenger and the East Portland community, and supporting PSU students as they work with Zenger on community projects. This includes, but is not limited to, assisting faculty in project ideas, facilitating meetings between PSU and Zenger, providing/assisting with class presentations or tours, answering emails and student questions, and organizing informational materials. This paid intern will work closely with Zenger Farm’s Executive Director, and work on other projects as needed.

This position is for 10-15 hours a week, and is based at Zenger Farm, which is located at 11741 SE Foster Road, Portland, OR 97266.

Primary Responsibilities:

• Facilitate partnerships between PSU and Zenger Farms
• Answer student and faculty emails regarding ongoing projects
• Work with PSU faculty to prepare background materials relating to student project(s)
• Assist the Executive Director of Zenger Farm in partnership development
• Participate in community outreach to other organizations
• Organize PSU class field trips, meetings, and presentations
• Other duties as assigned

Learning Outcomes:
As a result of working with Zenger Farm, the intern will develop skills in non-profit management, community outreach, and partnership development, and will learn first-hand about one of the nation’s premiere urban agriculture programs. The intern will also gain project management skills and experience facilitating community-based learning projects.

Required Qualifications:

• Be a currently registered and enrolled student at Portland State University (ideally you will be registered and enrolled for the duration of the internship)
• Reliable transportation to Zenger Farm
• Experience with Microsoft Office suite
• Strong organization skills, attention to detail, and demonstrated ability to meet deadlines
• Excellent interpersonal skills and a level of cultural competency that enhances communication with people of diverse backgrounds and interests
• Ability to learn new skills quickly, and a desire to gain experience with program development and project management
• Ability to manage multiple tasks. Focus on priorities, work independently, and ask for guidance when needed
• Ability to quickly learn Zenger Farm’s mission and the community it serves
• An interest in sustainability, partnership, and higher education

Additional Preferred Qualifications:

• Ability to work on Thursdays
• Familiarity with issues experienced in East Portland neighborhoods
• Project coordination experience
• Interest in community organization and urban agriculture
• Experience working in the non-profit sector
• Have own computer to use at Zenger Farm
• Proficiency in second language, notably Vietnamese or Spanish

Skills Required

• Have demonstrated experience with project management, special events, event management, marketing/communications, and/or public relations
• Ability to learn quickly
• Have clear and articulate writing skills
• Have strong interpersonal and communication skills with high level of professionalism, including public speaking
• Strong social media skills (Facebook, Instagram, Twitter)
• Be self-motivated; have an ability to work with minimum supervision
• Ability to manage multiple projects and work assignments
• Be competent with Microsoft Office (Word, Excel, PowerPoint), Google Apps
• Must be able to work a flexible schedule, including some evenings/nights and occasional weekends.

Time Requirement: Approximately 10 - 15 hours per week (depending upon the project need and intern availability)

Duration: Internship end date June 15, 2016

Compensation: $1500 per term for graduate students/$1200 per term for undergraduates. This internship is being funded by the Institute for Sustainable Solutions to support student career development in sustainability.

Application:
To confirm that you are formally admitted and enrolled, please email your full name and student ID to vancem@pdx.edu. Please specify the name of the internship in the subject line. Once your status is confirmed, you will receive the full application instructions. You may call 503-725-4972 or email vancem@pdx.edu with any questions.

Application Deadline: Open until filled. For best consideration, please submit your application no later than Monday, October 5, 2015.