



## **Sprout City Farms Communication and Development Intern Description**

### **Purpose:**

Sprout City Farms (SCF) is looking for individuals able to play an integral role in helping realize its mission and vision: to cultivate educational urban farms that engage and strengthen communities, and establish a network of accessible farms throughout the city that nourish, and are nourished by, their surrounding community. SCF seeded its first urban community farm in 2011 in response to growing interest in utilizing social and physical resources to create healthier, more resilient local food communities. Since that time, the Denver Green School (DGS) Community Farm has successfully transformed an acre of underutilized land in a public schoolyard into fertile ground that produces 5-6 tons of healthy food annually and nourishes thousands of people in the school and SE Denver community. In 2014, SCF expanded its efforts in partnership with the City of Lakewood to a second 1-acre site, the Mountair Park (MAP) Community Farm located on the grounds of Mountair Park at the corner of 13<sup>th</sup> and Depew St. in Lakewood, and in 2016, we broke ground on the third site, the Dahlia Campus for Health and Well-Being in partnership with the Mental Health Center of Denver located at 35<sup>th</sup> & Dahlia in NE Denver. We are looking for a motivated intern with a passion for urban agriculture, community building, education, and an interest in nonprofit organizations. This internship is an opportunity to receive hands-on education and experience in nonprofit development, marketing, program planning and development.

### **Duties and Responsibilities:**

1. Grants & Development – Research and write grants, maintain grant and report tracking database, assist in donor acknowledgement/stewardship of existing and past donors, and assist in prospect research for individual, corporate and private foundation funders.
2. Program Planning and Development – Assist with current programs and the development of new projects, including research, developing processes and materials, outreach and promotion, and evaluation
3. Events – Assist in planning fundraising and outreach events including developing sponsorships, coordinating refreshments and entertainment, publicity, working with partners, etc.
4. Marketing/PR - Design print and electronic media, write and distribute press releases, maintain media list, attend outreach opportunities, assist in the development of quarterly newsletter and with social media strategies.
5. Other duties, as needed.

### **Desired skills and qualifications:**

1. Interest in helping to develop a more sustainable and just local food system.
2. Ability to take direction, manage multiple priorities, meet deadlines, and take initiative.
3. Knowledge of current fundraising principles, techniques, and ethics, or desire to learn.
4. Ability to be creative and engaging in written communication, especially within the guidelines of social media platforms.
5. Ability to work as a team player.
6. Strong oral and written communication skills.
7. Ability to work with people from diverse backgrounds, including students/youth, people of different cultures, etc.
8. Pragmatic and outcome-driven, yet positive and forward thinking.
9. Flexible schedule.
10. Proficiency in data entry, Microsoft Word, Excel, Word Press, and Social Media.

**Benefits:**

- Training in program planning, development, marketing/public relations, administration, and community outreach
- Experience with a small grassroots organization that benefits urban agriculture and diverse communities
- Credit towards course work

**Hours:** Fall or spring interns: 10-12 hrs/wk; Summer interns: 15-20 hrs/wk

**Compensation:** This internship is unpaid.

**Deadline:** Rolling. Please send a cover letter and resume: Email: Laura Lavid, Executive Director – [laura@sproutcityfarms.org](mailto:laura@sproutcityfarms.org) (preferred: include intern in the subject line)

*For more information on Sprout City Farms, please visit our website at <http://www.sproutcityfarms.org> and our Facebook page at <http://www.facebook.com/SproutCityFarms>*

\*Sprout City Farms follows an equal opportunity employment policy and employs personnel without regard to race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, physical or mental ability, veteran status, military obligations, and marital status. This policy applies to all Sprout City Farms employees, volunteers, members, clients, and contractors. This policy also applies to internal promotions, training, opportunities for advancement, terminations, outside vendors.