PORTLAND
PARKS & RECREATION
Healthy Parks, Healthy Portland

Community Outreach and Engagement Intern - 2015

The Portland Community Gardens program has provided gardening opportunities for the physical and social benefit of the people and neighborhoods of Portland since 1975. There are 50 community gardens located throughout the city, developed and operated by volunteers and PP&R staff, offering a variety of activities. Community gardeners are supported by volunteer garden leaders who act as a liaison to program staff and help organize events, coordinate volunteer opportunities, and get resources for the garden. We are recruiting an Intern to assist with outreach to recruit and support garden leadership. The intern will also coordinate educational opportunities and develop resources to distribute to site leaders and support gardeners in best practices.

Specific Duties:

- Conduct outreach to fill volunteer garden manager vacancies and identified garden leadership needs.
- Develop and distribute recruitment materials to promote leadership opportunities at sites.
- Promote educational opportunities and resources to support gardeners – develop and distribute flyers, emails, phone calls, Facebook.
- Develop educational signage on best practices and organic garden resources.
- Attend garden events and workshops, assist with event outreach and coordination.
- Work with staff to plan and facilitate trainings to broaden site leadership and foster inclusive leadership.
- Assist with monthly newsletter to engage site leaders and offer resources.
- Develop forum for leaders to network and share resources.
- Solicit and compile feedback on how best to support garden leadership and program goals via meetings and online survey.
- Research successful community garden leadership models and create recommendations document.
- Other duties as assigned.

Required Qualifications:

- Excellent organization and communication skills, both written and verbal
- Ability to work well independently and bring projects to completion
- Experience working with volunteers
- Ability to work with a diversity of cultural and socioeconomic backgrounds
- Comfortable interacting with the public
- Experience with email, Microsoft Office, and Excel
- Bilingual candidates strongly encouraged to apply

The ideal candidate will work between 10 – 20 hours per month May - October 2015. The volunteer hours are flexible and will be done during an agreed upon schedule. Some evening and weekend work required. Work will take place in the field at garden locations. Meetings and office work can take place remotely or during scheduled office hours at the Community Gardens office located at 6437 SE Division St.

To Apply:

Please send your resume and cover letter with a brief description of why you would like to work with the Community Garden Program to kathy.dang@portlandoregon.gov. In the subject line include "Community Involvement Volunteer." This is an unpaid position and open until filled.