PORTLAND
PARKS & RECREATION
Healthy Parks, Healthy Portland

Field Assistant Internship

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. We are recruiting a Field Assistant Intern to support program staff by conducting seasonal garden maintenance tasks and preparing plots for new gardeners.

Specific Duties:

- Assist staff in preparing plots for incoming gardeners – weed, mulch, measure, mark, and remove debris
- Use organic methods to rehabilitate communal garden areas – weed and mulch pathways and planting areas
- Support staff in seasonal garden maintenance – trimming, mowing, blowing sidewalks
- Use community garden maps to guide field work
- Track and record work tasks
- Assist with volunteer work parties at garden sites
- Assist with tool and equipment maintenance
- Assist with gardener communication – post flyers and other notices at work sites
- All other duties as assigned

Required Qualifications:

- Ability to execute a work plan
- Ability to work independently
- Garden maintenance experience and basic weed identification preferred
- Ability to interpret basic maps and accurately measure plots

The ideal candidate will work between 8 – 16 hours per week during an agreed upon period of time. The internship hours are flexible but must occur Tuesday – Saturday 8:00 am – 4:30 pm.

Work will take place in the field at Portland Community Garden locations, http://www.portlandoregon.gov/parks/finder/index.cfm?ShowResults=yes&AmenityTypeID=8
Community Garden office and tools are 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 Portland Community Gardens to rodney.bender@portlandoregon.gov. In the subject line include “Field Assistant Internship”. This is an unpaid position and is open until filled.