

Seed Savers Exchange Education Internship

Position Title: Intern, Education/Outreach/Volunteer Coordinator

Purpose: To learn public outreach aspects of garden education through hands-on experience with a non-profit garden organization. Interns will have the opportunity to help develop, plan and implement various educational and outreach events as well as work with the volunteer program. Interns will also have the opportunity to learn gardening techniques while assisting with educational display gardens.

Job Description: The Education Outreach Intern will work with the Education and Events Coordinator in planning and implementing educational programs. The intern will also assist with the creation and implementation of a volunteer program including developing job descriptions, orientation and supervision of volunteers. Assistance with interpretation and maintenance of the display and children's garden will also be included. The education intern will assist in the administration of the Herman's Garden seed donation program, and develop a blog or webpage for Herman's Garden participants. The education intern will work with the editor of Seed Savers Exchange to maintain a weekly blog of Seed Savers Exchange news. The internship is a full time, year long position funded for 44 weeks, 8 hrs/day, includes at least one weekend a month during the gardening season.

Responsibilities:

- Assist with current Seed Savers Exchange events including planning, organizing, promotion and evaluation.
- Assist in developing, planning, implementing and evaluating new educational outreach programs and exhibits.
- Help plan and maintain display garden and new children's garden at the Lillian Goldman Visitors Center (about 2 days a week).
- Assist with recruitment, orientation, placement and supervision of volunteers.
- Coordinate youth education programs including visiting school groups, seasonal workshops, and annual conference and campout.
- Give tours at the Lillian Goldman Visitors Center.

Reports to: Education/Events Coordinator

Position Requirements:

- Candidates should be college students who have completed 2 years or more of work toward a degree in Education, Communications, or Event Planning with a strong knowledge of gardening either through schooling or prior work experience.

- Must be available for a year long, full-time internship (8 hours/day, 40hrs/wk, for 44 weeks) including some weekends. The period of the internship begins January 18, 2010 and continues until December 2010. The period of the internship allows for 2 weeks of unpaid vacation and observance of most major holidays.
- Applicants must be capable of working independently, have good organizational skills, and have attention to detail.
- Must be competent with various computer programs including Microsoft Word, Microsoft Excel, Mozilla Firefox, Microsoft Publisher, and comfortable with Adobe Photoshop.
- Experience working with youth is required.
- Must be creative and innovative.

Compensation: An hourly pay of \$9.00/hr is provided.

Applications:

Applicants should submit a resume with cover letter describing their qualities and interests as related to the position. Applicants that have not finished their degree need to describe how this internship will fit into their overall educational experience.

An un-official copy of your educational transcript and three references should also be submitted.

Application deadline is November 30, 2009. Phone interviews will be conducted with selected applicants.

Email, or mail your application materials to:

Shirley Vermace
Seed Savers Exchange
3094 North Winn Road
Decorah IA 52101
Email: shirleyv@seedsavers.org

Please email your application as an attached MS Word or PDF file.

Seed Savers Exchange is saving the world's diverse, but endangered, garden heritage for future generations by building a network of people committed to collecting, conserving, and sharing heirloom seeds and plants.

www.seedsavers.org