



Development Intern

Growing Veterans, a project of Growing Washington Growing Veterans Internship Program

TITLE: Growing Veterans Development Intern

REPORTS TO: Director of Growing Veterans

SUMMARY: Performs general and assigned duties in program development, marketing, and communications. Receive mentorship in program development strategies.

THE ORGANIZATION:

Growing Veterans aims to harness the skills and leadership of Post 9/11 veterans to improve communities, through efforts in sustainable agriculture. Working with our sponsors at Growing Washington and their partners, we are building a network of farms and farmers to connect veterans through a network of veteran organizations and veterans exiting military bases. In 2013, we will be growing food on our own plot of land to provide direct opportunities for veterans to get involved in sustainable agriculture. In the future, we hope to bring food we grow into low-income areas and food deserts.

ESSENTIAL DUTIES AND RESPONSIBILITIES may include the following. Other duties may be assigned or agreed upon.

- Design documents for Growing Veterans' network of partners
- Assess needs of inquiries and direct them to appropriate individuals or resources
- Respond to emails and inquiries in a timely manner
- Create database of Growing Veterans' partners and members
- Work with local radio and print advertisers
- Schedule and attend meetings with interested community members
- Identify and seek potential fundraising opportunities
- Type a variety of forms, letters, press releases, spreadsheets, reports, and memos
- Attend Growing Veterans' meetings, events, or service projects
- Regularly attend meetings with supervisor, prepared with informal reports of progress and/or conflicts

QUALIFICATIONS & REQUIREMENTS:

Applicants must be able to work independently and responsibly. Must be able to demonstrate discernment when communicating on behalf of Growing Veterans. Should be in attendance or between courses at a local community/technical college or university. Must own a vehicle or have access to easy transportation.

PREFERENCES:

Willingness to help on the farm a plus, but not required. Veteran status will be considered above other applicants.

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HOURS: 10-20 hours per week. Can flex up or down depending upon situation. This is a non-paid internship. Applicants are encouraged to do the internship in line with an internship course or an "Independent Learning Contract" in order to receive college credits.

EDUCATION/ EXPERIENCE: Proficient w/ internet, phone, interpersonal, and small group communication. Microsoft Office Suite. Ability to write with consideration of audience is a plus. Prove that you can multi-task and accomplish detail specific tasks.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions given in written, oral, or diagram form. Ability to deal with problems involving concrete variables in standardized situations.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the intern is regularly required to sit. The intern must occasionally lift and/or move up to 30 lbs.

To Apply: Please contact Chris Brown, Director of Growing Veterans:
cdbrown.vet@gmail.com or 425-306-2571

-Please be prepared to submit resume and cover letter-