



## Department of Planning, Public Policy and Management Internship Posting Form

Use tab or arrow keys to move between fields.

### Organization Information

Name of Organization	School Garden Project of Lane County
Street Address	PO Box 30072
City, State Zip Code	Eugene, OR 97403
Web Site	<a href="http://www.efn.org/~sgp/">http://www.efn.org/~sgp/</a>

### Description of Organization: Brief summary of organization and work environment. (No more than 100 words)

Mission Statement:

The School Garden Project of Lane County (SGP) is a grassroots, non-profit organization dedicated to fostering hands-on, schoolyard-based learning experiences for children by creating vibrant and sustainable school gardens and habitats.

As a small nonprofit, SGP has a working board of nine, one paid staff, and a cohort of active volunteers. Because of our small composition, as an intern you **will** make a tremendous and meaningful impact. SGP has a small office in Downtown Eugene where some of your hours can be spent. Additional hours can be spent in board meetings, committee meetings, and attending events in addition to independent work time.

### Internship Title and Description: What will the student learn? Describe anticipated tasks and responsibilities. If internship is a project, describe type and scope. Indicate if travel is required. **If your description exceeds 200 words, attach a separate sheet.**

Internships are tailored to the needs and interests of SGP and the intern. As a small nonprofit, you will become well versed in every aspect as deeply as you want to: assisting with school services, outreach, volunteer organization, and nonprofit administration.

If you are interested in starting a nonprofit, education in the garden, the food system of Lane County and the connection between them, you will enjoy your experience with SGP.

**Qualifications:** Describe the general knowledge and skills required. Note any preferred skills. (No more than 100 words)

**General knowledge and skills required:** Interest in nonprofits and how they function. Demonstrated organizational, writing, and communication skills. Knowledge of or experience in fundraising a plus.

**Hours:** The academic term is 10 weeks.

Anticipated hours/week: 10-30

**Pay:** Indicate if internship is paid and if so, whether the pay is an hourly wage or stipend.

Yes

Hourly Wage:

Stipend:

No

**Term of Internship:** Internships are offered on an academic term basis. Students secure their placements in the term prior to the start of the internship. The date in parenthesis indicates **your deadline** for submitting an internship posting. Indicate the academic term(s) or “ongoing” if the internship is continually available.

Fall (Aug. 15)  Winter ( Nov. 15)  Spring (Feb. 15)  Summer (May 15)  Ongoing

### Student Application Procedure & Deadline

E-mail cover letter and résumé to site supervisor

Other:

Application Deadline: Application Deadline: **May 23, 2008 for summer**; applications accepted on a rolling basis for subsequent terms.

### Contact Information

Site Supervisor	Jared Pruch
Title	Executive Director and Site Coordinator
Work Phone	541.284.1001
E-mail Address	sgp@efn.org