Garden Market Internship

Title: Garden Market Intern

Overview: This internship is eligible for 3 academic credit hours at certain institutions. Interns are required to work a minimum of 8 hours per week for approximately 15 weeks (120 hours). Schedules are flexible during holidays and exam weeks. This internship is part-time and unpaid.

Duties and Responsibilities (including, but not limited to the following):
- Planning weekly markets and special events
- Creating partnerships both within El Sol and in the greater community
- Estimating and tracking finances
- Managing and recruiting volunteers
- Improving marketing and communications strategies
- Increasing sustainability through the use of permits and the procedure manual

Qualifications:
- Currently pursuing a Bachelor’s degree in environmental sciences, international studies, business or another relevant field
- Possessing a strong interest in immigrants, social services, and organic community gardens

How to Apply: Adhere to the instructions and deadlines of credit-granting institutions.

About El Sol: El Sol is a 501(c)3 nonprofit whose mission is to improve the quality of life of all residents of the Town of Jupiter by providing services to those in need, especially day laborers and their families.

Contact Alexa with any questions: (561) 745-9860 ext. 4104 or alexa@friendsofelsol.org
2016 Garden Market Internship Schedule

Week of August 21st: Introductions

❖ Meet with Executive Director and Garden Coordinator
❖ Finalize and submit Palm Beach Gardens GreenMarket application

Week of September 11th: Human Resources

❖ Meet with current Garden Care volunteers and begin recruiting Garden Sales volunteers

Week of September 18th: Marketing

❖ Brainstorm and begin marketing strategies

Week of September 25th: Project Management; Community Outreach

❖ October 1st→Harvest Fest, 1-6 PM

Weeks of October 2nd and 9th: Sustainability Building

❖ Amend intern binder and financial binder as necessary
❖ Update Garden Market Procedure Manual

Week of October 16th: Project Management

❖ October 16th→GreenMarket, 8-1 PM

Week of October 23rd: Project Management

❖ October 23rd→GreenMarket, 8-1 PM

Week of October 30th: Financial Planning

❖ October 30th→GreenMarket, 8-1 PM
❖ Go over income and expenses with Office Manager
❖ November 5th→ArtFest Preview Night, Time TBD

Week of November 6th: Project Management; Community Outreach

❖ November 6th→ArtFest, 12-4 PM
❖ November 12th→On-site Garden Market, 9-11 AM

Week of November 13th: Human Resources

❖ November 19th→On-site Garden Market, 9-11 AM
❖ Recruit volunteers to host events on Dec. 3, 10, and 17

Week of November 29th: Sustainability Building

❖ Submit Town of Jupiter Special Events Permit
❖ Create and Finalize 2017 Garden Market budget