Title of Project: Urban Agriculture and the Urban CSA Model

Main Contact: Anne Richmond, annegtcspringfield@gmail.com, 413.693.5340

Duration: Minimum of 180 hours.
- Monday (1/2 day – will depend on timing of staff meeting that day)
- Tuesday 8:30 – 3:30 (wholesale sales, youth work and/or office work)
- Wednesday 12 – 7 (Farm Share)
- Thursday 8 – 11 and 2 – 6 (market prep and sales)
- Friday 9 – 12 at office, unless there is a field trip

Total hours/week: 25-30, Dates: June 6 – August 19 (11 weeks)

Deadline: March 31, 2017

Location: Springfield, MA

Position Description:
The LEEP Intern will assist in managing, developing and evaluating our CSA program, and will work with GTC youth and staff to implement a new system for selling wholesale to interested restaurants, markets and corner stores. In addition, the intern will help us develop and implement systems for tracking our production and sales and evaluating our impact. This summer internship a great opportunity to get exposure to food justice work in an urban context, to learn about urban agriculture and sustainability, and to get to know GTC Board, staff and youth members and engage with a wide variety of local businesses and community members in Springfield. Community building is important to us and interns become a part of that community.

Responsibilities:

- Assist with overall management of GTC EATS! CSA
- Assist with set up and close down of GTC EATS Farm Share on Wednesdays
- Recordkeeping and database management: enter payments and other notes into database system; check payments against close out sheets; enter share quantities, content, weights and restaurant sales into spreadsheets,
- Update online resource pages (recipes, veggie storage etc)
- Develop a more robust social media presence for the program, creating interest and community through twitter and Facebook updates
- Assemble and organize interesting, accessible educational materials for share members (veggie tip sheets, recipes etc)
- Work with staff to organize and staff recipe tastings, guest chef appearances and food storage and preservation workshops and info tables including developing and implementing event evaluations
- Work with staff to develop system for tracking and ordering additional fruit and other sales
- Prepare mid-season summary for share sponsors and other reports as needed
- Prepare brief updates and photos about GTC to include with weekly newsletter
• Organize overall GTC EATS customer information and impact information for grant reports

Wholesale Sales; Sales and Data Tracking

• Work with Co-Director and Youth and Farm Program Manager to set up system for selling to markets, restaurants and corner stores
• Upgrade system for tracking GTC vegetable sales at markets, with Mobile Market and with restaurants and corner stores;
• Assist Youth and Farm Program Manager in developing price/inventory sheets and other pricing systems for use at farmer’s market, mobile market, farm stand and with restaurants
• Organize weekly sales and growth records into google sheet
• Work with GTC youth and staff to weigh and record produce sales; problem solve and innovate as needed
• Work with staff to develop evaluation methods for program

Desired Qualifications:

• Passion for working on food and racial justice issues; interest in urban agriculture, sustainable living and youth development
• Awareness of social and racial justice issues as they relate to youth of color in New England; comfortable working with youth, especially youth of color
• Work experience with community-based organizations preferred; experience in leadership or supervisory role helpful
• Outgoing, engaging personality, comfortable working in diverse, multi-racial and inter-generational setting
• Excellent organizational skills;
• Computer/social media skills (Essential: Excel, Google docs, Facebook. Desirable: Instagram, Twitter);
• Ability to set up and organize spreadsheets; quantitative skills a plus
• Ability to work independently and collaboratively;
• Able to work in a somewhat chaotic environment
• Comfort working outdoors and pitching in with the work of an urban farm as needed
• Spanish speaking skills a plus!

Housing: Housing will not be provided. Students are responsible for finding their own housing.

For more info: Please, visit: http://www.gardeningthecommunity.org/

Funding: $2500 Available through the LEEP Fellows Program.

How to Apply:
Please send resume and cover letter to Anne Richmond, annegtcspringfield@gmail.com

To apply for LEEP Funding and to be considered as a LEEP fellow, students must secure the position and complete the LEEP Fellows Application Process by March 3 (for early decision) or April 14th. Students will be required to submit a resume, cover letter, and a proposal outlining how they will complete their project.
About the Organization:

Gardening the Community is a food justice organization engaged in youth development, urban agriculture and sustainable living to build healthy and equitable communities. We develop concrete solutions to meet the food security needs of our neighbors while also working on broader food justice initiatives that impact the food system more broadly. Founded in 2002 as a project of NOFA (Northeast Organic Farming Association), we are the first program in the city of Springfield to own land utilized strictly for urban agriculture.

We grow thousands of pounds of produce on once dilapidated parcels of city and privately held land. We sell our produce at the Mason Square Farmers Market, a Mobile Market, and our own farm stand. This year, we are hoping to sell more regularly to local restaurants and markets. We also run a CSA (also known as a Farm Share) program with our partner farm, the Next Barn Over (Hadley, MA) called GTC EATS! This program provides a weekly assortment of fresh local food to neighborhood residents on a sliding scale, and aims to increase access to healthy, affordable produce in what has been described as a food desert by many health and government officials.