



## Green Space Intern

**Mission:** *Jericho Road Episcopal Housing Initiative of New Orleans is a neighborhood-based nonprofit homebuilder that provides families with healthy and energy-efficient affordable housing opportunities. We partner with neighborhood residents, organizations and businesses to create and maintain a stable and thriving community.*

The Green Space Internship with Jericho Road provides the opportunity for a student or recent graduate to gain professional experience in the fields of urban agriculture, greenspace management, and healthy and sustainable food access with the Vacant Land Management (VLM) team and across programs when needed. This experience will provide the intern with the opportunity to assist in bringing knowledge to community members regarding healthy and sustainable living habits while addressing issues of blight.

Those interested in the following areas are encouraged to apply: community education, healthy and sustainable food, community outreach, urban greenspace management, urban planning, evaluation, project management, and event planning.

Although prior experience with this type of work is preferred it is not required. The ideal candidate will exhibit a strong work ethic, be a creative thinker, have strong research skills, and be prepared to implement new ideas and plans to impact the community.

**Preferred Program/Area of Study:** Urban and regional planning, education, public policy, project management, business, environmental science and sociology

**Work Hours:** Flexible; option to work remotely

**Time Period:** Flexible (open)

**Internship Status:** This is an unpaid internship

**The following duties are typical for this role. Intern may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address organization needs and changing practices.**

### URBAN AGRICULTURE

(Urban Ag refers to the Faubourg Delassize Community Garden and Saratoga Street Fruit Tree Orchard)

- **Urban Ag Site Maintenance:** Evaluation of the condition of Jericho Road owned Community Garden and Fruit Tree Orchard (and vacant land sites) followed-up with a written plans for immediate and long-terms needs at each site. With direction from the Director of Asset Management the Intern will coordinate (with the help of either volunteers or/and contractors) designated projects at each of urban agriculture sites.
- **Urban Ag Community Outreach:** Survey / Market to surrounding neighborhood residents the desired purpose / purpose of the urban ag sites and any opportunities available to neighborhood residents to volunteer, attend open hours, participate in workshops and events, or sit on advisory panels.
- **Urban Ag Open Hours:** Hosting a 2 hour open hours session at both the garden and orchard once per week during the first month of internship as an opportunity to meet neighbors and survey their desired purpose for the urban ag sites.

## VACANT LAND

- **Vacant Land Check-Up/Report:** Weekly evaluation of all of Jericho Road's vacant properties by visiting site, attending to easy fixes (i.e. small amounts of trash, broken fences), and noting larger fixes in need of professional care. Follow-up with a written plan for immediate and long-term needs at each site. With direction from the Director of Asset Management the Intern will coordinate (with the help of either volunteers or contractors) designated projects at each of vacant land sites.

## PROGRAM DEVELOPMENT

- **Marketing:** Creating materials with the marketing and communications team to market urban agriculture spaces to the community and to explain our urban agriculture work to the broader New Orleans community.
- **Tracking and Reporting:** Maintaining a system tracking participation hours during open hours and events/workshops; creating event/workshop reports; researching new methods to track our impact on the broader community.

**General Program Development:** Generally researching reporting on new ideas to improve and expand our urban agriculture sites, as well as the entire Vacant Land Management program.

## Personal Qualities:

- Demonstrates a passion for the mission of Jericho Road Episcopal Housing Initiative and a desire to serve as an ambassador.
- Displays the creative, critical-thinking, and problem solving capabilities necessary to continuously improve personal work as well as the impact and effectiveness of Jericho Road's programming.
- Demonstrates strong personal and professional organizational skills.
- Applies emotional intelligence during discussions, negotiation, and mediation.
- Interacts effectively with individuals at all social and economic levels.
- Works well independently, but also engages as a team player to accomplish goals and objectives.
- Maintains flexibility, adaptability, and positive attitude in a constantly changing environment.
- Identifies internal weaknesses, troubleshoots problems, and proposes solutions that result in increased efficiency and improved outcomes.
- Demonstrates a willingness to learn about new ideas, initiatives, tools and techniques.
- Demonstrates persistence in tracking and following-up on details.

## Qualification:

- Junior/senior or recent graduate; preferred GPA: 3.00.
- Strong written and verbal communication skills.
- Detail-oriented, ability to prioritize, multi-task and meet deadlines.
- Must be proficient in using Microsoft Word, Excel and Publisher or similar programs.
- The GS Intern must be a person physically capable of performing all activities
- Enthusiasm for the mission of Jericho Road and the families we serve.

## To apply:

Please send your resume, cover letter, one letter of recommendation from a professor or former supervisor and two writing samples to [info@jerichohousing.org](mailto:info@jerichohousing.org).

To learn more about Jericho Road's work, please visit: [www.jerichohousing.org](http://www.jerichohousing.org).

Adopted: *February 2018*

*At Jericho Road, we do not just accept difference — we celebrate them, we support them, and we thrive on them for the benefit of our employees, our products, and our community. Jericho Road is proud to be an equal opportunity workplace and is an affirmative action employer.*