

Seed Savers Exchange Education Internship Opportunity

Position Title: Intern, Education/Outreach/Volunteer Coordinator

Purpose: to learn public outreach aspects of garden education through hands-on experience with a non-profit garden organization. Interns will have the opportunity to help develop, plan and implement various educational and outreach events as well as work with the volunteer program developing volunteer descriptions, monitoring program activity and program evaluation. Interns will also have the opportunity to learn gardening techniques while assisting with educational display gardens.

Job Description: The Education Outreach Intern will work with the Education Director in planning and implementing educational programs at the Lillian Goldman Visitors Center located at Seed Savers Exchange headquarters in Decorah, IA. The intern will also assist with the creation and implementation of a volunteer program including developing job descriptions, orientation and supervision of volunteers. Assistance with interpretation and maintenance of the display garden will also be included in the intern's responsibilities. The internship is a full time year long position funded for 44 weeks, 8 hrs/day with some weekends.

Responsibilities:

- ❖ Assist with current SSE events including planning, organizing, promotion and evaluation
- ❖ Assist in developing, planning, implementing and evaluating new educational outreach programs and exhibits
- ❖ Assist with display gardens as needed
- ❖ Assist with recruitment, orientation, and supervision of volunteers
- ❖ Help develop guidelines for a volunteer program including various volunteer job descriptions
- ❖ Create a tour guide narrative for volunteer tour guides
- ❖ Work with the Visitors Center tour guide program

Reports to: Education Director

Position Requirements:

- ❖ Candidates should be college students who have completed 2 years or more of work toward a degree in Communications, Education or Event Planning.
- ❖ Must be available for a year long, full time internship (8 hours/day, 44 weeks) including some weekends beginning January 09 (with some flexibility)
- ❖ Must have excellent verbal and written communication skills
- ❖ Must be able to work efficiently and productively in an office environment
- ❖ Must be flexible, have good organizational skills and work well with people
- ❖ Must be creative and innovative
- ❖ Must be competent with various computer programs including: Microsoft Word, Microsoft Excel, Mozilla Firefox, and comfortable with Adobe Photo Shop.

Compensation:

- ❖ An hourly pay of \$8.00/hr is provided.

Applications:

- ❖ Applicants should submit a resume with cover letter describing their qualities and interests related to the position and identifying positions and terms of interest. Applicants that have not finished their degree should describe how this internship will fit into their overall educational experience.
- ❖ An un-official copy of your educational transcript and three references should also be submitted
- ❖ Application deadline is December 29th, phone interviews will be conducted with selected applicants.
- ❖ Email, or mail your application materials to:

Diane Ott Whealy - Vice President of Education and Outreach
Seed Savers Exchange
3094 North Winn Road
Decorah, IA 52101

diane@seedsavers.org

Please email your application as an attached MS Word or PDF file.

Seed Savers Exchange is saving the world's diverse, but endangered, garden heritage for future generations by building a network of people committed to collecting, conserving, and sharing heirloom seeds and plants. www.seedsavers.org