

SAMPLE INTERNSHIP DESCRIPTION – NOT CURRENTLY OPEN – FOR INFORMATION ONLY

2010 Student Intern Multnomah County C.R.O.P.S. Farm

The student intern will work closely with the farm coordinator on all aspects of the Multnomah County CROPS farm. Most work will involve field work at the CROPS site. This is very physically demanding work. However, documentation, data collection and crop planning are also important pieces of this position. The ideal candidate for this position would have at least basic home gardening experience or possibly some small farm experience. The candidate should also have a strong interest in some or all of the following: organic gardening/farming, small scale agriculture, urban agriculture, food policy, data collection and data management, hunger and food justice issues. The ideal candidate would also have his/her own transportation to and from the site.

Essential Functions and Responsibilities:

All of these functions of the CROPS student intern to be completed under the instruction and guidance of the CROPS Farm Coordinator:

- *Tasks associated with small scale farming. This includes seeding, transplanting, weeding, fertilizing, harvesting with hand tools common to small farms.
- *Documentation of farm inputs, outputs and on-farm observations. Examples include: developing planting schedules, keeping daily/weekly logs of inputs vs. output, creating irrigation/fertilizer schedule, keeping pest log, writing weekly summaries for the farm, etc.)
- *Researching and reporting on methods to improve the output and sustainability of the farm.
- *Other duties as assigned.

Job Qualifications:

****1. **Education***

The ideal candidate would be currently pursuing a degree in a related or complementary field. Horticulture, environmental studies, agriculture, etc.

2. Experience

The candidate must have some experience with organic gardening or small-scale farming. The experience does not have to be extensive. However, having no knowledge of gardening or farming is not acceptable.

***3. Technical proficiencies**

Must be very comfortable with some basic computer skills:

- *MS Office Suite (or equivalent)
- *Social media literacy
- *Internet research skills

4. Communication skills

Must have good written and verbal communication skills. Ability to follow complex, detailed instructions is a must. Must be willing to use all communication channels available (phone, email, hand written logs/reports) to stay in regular weekly contact with CROPS farm manager.