Groundwork Lawrence Internship Job Description

Purpose: Groundwork Lawrence seeks to empower individuals to improve their quality of life by providing the necessary building blocks of a healthy community. A GWL intern contributes firsthand to several different projects that pursue this reality – ranging from program development, fresh food access, community events, company communication, and environmental improvements, administration, finance and fundraising. An intern with Groundwork Lawrence has the opportunity to work with a wide variety of associates with diverse, experienced, backgrounds who commit to improving the lives of residents environmentally, economically, and socially.

Location: 50 Island St, Entrance B, Suite 101 Lawrence, MA 01841

Potential Responsibilities Based on Area of Interest:

- **Program Development:** Curriculum development for education programs including service learning, environmental education, nutrition, and gardening. Assist staff in summer programming for various youth groups
- **Fresh Food Access:** Assist with GWL’s Farmers’ Market, Costello Urban Farm, CSA/Share-a-Share, GWL Healthy Living, and Community Gardening programs
- **Community Events:** Prepare for events by organizing materials, assisting in outreach, and tracking data on community events
- **Social Media and Website Communication:** Act as a GWL Historian by taking pictures at community events and creating blog posts for social media websites. Develop communications plan/strategy for events
- **Environmental Improvements:** Assist staff with Urban Forestry and Urban Waters programs. Perform GIS mapping and regional planning techniques
- **Administration, Finance, and Fundraising:** Database management, special events, grant research, finance management support, graphic design, communications, marketing

Potential Skills & Experience:

- Strong writing, typing, organizational, and communication skills including familiarity with Microsoft Office programs
- Ability to work both independently and as a member of a team
- Experience with service learning and youth education
- Experience or interest in the outdoors and/or conservation projects
- Pursuing or interest in a degree involving Human Development, Environmental Studies/Science, Social Justice, Business, Community Engagement, or Education
- Bilingual (English/Spanish) recommended, but not required

Schedule: TBD

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