Internships at Urban Harvest

Community Gardens Intern
Job Description:
Assist with daily operations of community gardens
Can include any or all of the following:
- Gain knowledge of bioregional gardening, which includes information on vegetables, fruits, herbs and habitat plants
- Assist community gardeners in maintaining gardens
- Promote ecological pest management
- Assist with managing gardens
- Community building
- Volunteer recruitment
- Help build gardens
- And more

Send completed application to
Urban Harvest
Attn: Becky Blanton
2311 Canal St, ste 200
Houston TX 77003
Fax 713-223-0227
becky@urbanharvest.org

Business/ Accounting Intern
Some responsibilities can reflect the needs of your specific program, however this position will include any or all of the following:
- Schedules of disbursement in Excel
- Spreadsheets of expense reports
- Database management
- Comparison reports of budgets vs. actual
- Membership communications
- Department reports
- And more

Send completed application to
Urban Harvest
Attn: Juli Jackson
2311 Canal St, ste 200
Houston TX 77003
Fax 713-223-0227
juli@urbanharvest.org
Writing Intern
Writing is needed in all of our programs and can include any or all of the following:

- Articles for our newsletter
- Class descriptions for our website
- Farmers Market descriptions for the website and weekly newsletter
- Fundraising assistance
- Advertising for classes, farmers markets and community gardens
- Spanish translation is needed periodically, but not a requirement for internship
- And More

Send completed application to
Urban Harvest
Attn: Gary Edmondson
2311 Canal St, ste 200
Houston TX 77003
Fax 713-223-0227
gary@urbanharvest.org

Farmers Market Intern
Responsibilities include set-up, breakdown, and general operations at any of our five farmers markets. Work with the intern coordinator to design a program specific to your strengths, needs, and required hours. This can include any or all of the following:

- Small business management
- General accounting
- Digital communications
- Marketing
- And more

Send completed application to
Urban Harvest
Attn: Rebecca O’Brien
2311 Canal St, ste 200
Houston TX 77003
Fax 713-223-0227