



Community Outreach + Volunteer Coordinator

SWAG Project is seeking enthusiastic individuals to assist in running our community outreach effort!

The SWAG Project is a food justice, community development and educational project in the South Ward of Newark. We grow food and build community through youth and community-led projects that bring more fresh food to our neighborhood. Our farm is the first in the area and a provider of fresh, organic foods to the surrounding blocks. We maintain two abundant growing spaces, run an affordable weekly market, provide multiple educational outreach programs to the surrounding area, and serve as a community center. Last year we interacted with over 700 students from our two partner schools, and over 150 additional teen and college volunteers from across Newark, New Jersey, and New York. In 2014 we grew over 4,000 lbs. of organic fruits, vegetables, and herbs, which were sold at our on site farm stand, donated to local schools and food pantries, and used in our community meal nights!

The Community Outreach + Volunteer Coordinator Intern works with the Project Director on a targeted outreach campaign to increase our visibility in the Weequahic neighborhood and improve participation in SWAG project programs, events and community development efforts. This position will also oversee the current volunteer program, including recruiting volunteers, maintaining current partnership relationship and overseeing volunteer hours at the farm site. As part of the outreach effort this Coordinator will also develop new partnerships with local community and city organizations. This opportunity affords direct and ongoing contact with community leaders, public officials, schools, parks and other community members.

Primary Responsibilities:

- Coordinate community outreach efforts + increase visibility of project and programs in local community and across Newark
- Recruit and coordinate volunteers for open garden hours and all major events
- Develop new volunteer partnerships + oversee current partnerships
- Maintain volunteer + community outreach database
- Coordinate volunteer announcements on social media feed pertaining to outreach efforts and volunteer events
- In partnership with Project Director, organize and oversee 3 community events and meetings between April and October.
- Answer questions & explain the project to the public
- Additional tasks as necessary

Ideal Qualifications

- Some college experience, completion of BA preferred
- Ability to engage a variety of people in multiple settings, comfortable and interested in engaging the community and spreading the SWAG Project message.
- Ability to multi-task and handle dynamic work environment; Creativity and independence required
- Strong communication skills, both written and verbal

- Excellent time management and organizational skills
- Interest in grass roots advocacy movements, community organizing and food justice.
- Basic computer skills. Familiarity with Microsoft Office, Google Documents and design programs a plus
- Ability to work outdoors in various weather conditions

Benefits

- Gain firsthand experience coordination outreach and advocacy efforts in an underserved community.
- Increase your understanding of community organizing and food justice issues
- Develop planning, organizational, time management, site management, and team-based work skills.
- Great resume item; launch pad into the sustainability, urbanism and related fields.

The intern will be required to commit 10-15 hours per week from mid-April through late October with potential to extend into the following year. Must be available Fridays. Applicants should be comfortable working hard and taking initiative with minimal supervision. This is a collaborative project with lots of room for growth for the right individuals.

The **SWAG Project** farm team is excited to offer various seasonal internship opportunities this growing season to students and community members interested in taking an initial step into the world of urban farming and community development. Although the opportunities are unpaid positions, these experiences will provide participants with a fundamental understanding of key issues in our food system and their relationship to urban agriculture, helping interns develop and hone the necessary skills and knowledge required for employment in the non-profit, community development and food system sectors. The internship program will fully prepare individuals for future apprenticeship roles and farm assistant positions with more intensive food justice projects, while giving interns a personalized, hands-on educational experience in a unique, small non-profit setting.

This internship is unpaid, though we will work with any student's academic institution to assist the individual in receiving college credit if possible, or pay a small stipend for transportation costs.

Please review the description and send a resume and cover letter with the heading '**Community Outreach Coordinator – Your Name**' to swagprojectnewark@gmail.com