Urban Farm Administrative Intern Job Description

About Fresh Future Farm

Fresh Future Farm is a [John Egerton Prize winning](#) social venture started by Ms. Germaine Jenkins, a working class North Charleston resident. The Farm was developed with [Growing Power Inc.](#), the national nonprofit and land trust created by Will Allen, as its model. We apply a multi-pronged strategy to address health, wealth and quality of life issues in underserved communities. Fresh Future Farm Inc. (FFF) is a nonprofit urban farm and community food operation dedicated to promoting ‘interdependence’ by providing affordable and convenient access to naturally grown produce, conventional and specialty grocery products while providing quality jobs to residents (this is food justice!). An SC agriculture report commissioned in 2013 (Making Small Farms into Big Business) quantified the need and economic potential that small farms have on building the state’s economy. Our farm provides education to staff, customers, tourists, volunteers and the general public around agricultural and equitable social justice practices. In the future, FFF hopes to serve as an urban agriculture training center that serves new, budding and established farmers. As we streamline our operations we hope to serve as a local and global model for community redevelopment.

As a Growing Power Commercial Urban Agriculture graduate, Germaine Jenkins is working to complete a closed-loop operation and diversify revenue streams so the Farm becomes self-sustaining. Achieving this goal allows staff members to focus their time and energy leveraging healthy food and grocery services to create socially just community economic development. The FFF Administration intern will be responsible for a variety of administrative and operational tasks in support of our mission and impact.

Administrative Intern Responsibilities and Qualifications

Responsibilities during the internship will include, but not be limited to, the following:

- Administrative duties as assigned by the executive director and administrative staff
- Assist in capturing farm’s five year impact on the surrounding community and region
- Assist with timely and accurate entry into donor management system
- Assist with donor communications, including preparation of gift acknowledgements
- Assist with customer outreach and awareness activities
- Prepare packets and materials for donor meetings and events
- Assist with planning and implementation of fundraising events
- Become proficient in all office systems, such as: organizational filing system, expense tracking, donor database, Dropbox, Google Docs, etc.

Qualifications for the ideal candidate:

- Completed or working toward a college degree in a related field (e.g., business administration, nonprofit management, social entrepreneurship, marketing, event planning or other relevant major).
• An effective communicator in written and oral form
• Detail-oriented, proactive, a love for organization and administration, ability to prioritize, and meet deadlines
• This person must be exceedingly well organized, proactive, flexible and dedicated to helping in a support role
• Technical computer skills, especially in Microsoft Word and Microsoft Excel
• Comfortable working alone on assignments and in collaboration with others
• Internal management and project coordination a plus
• Previous internship or related social justice experience a plus

Successful interns must enjoy working outside (in hot, cold and wet weather), meeting and interacting with new people in our community, treating all people with dignity, and learning more about how to grow food using ancestral conservation and farming practices. Intern duties will be comprised of physical and administrative tasks.

Availability: Candidates must be able to work 2-3 hour shifts and be available at least 20-25 hours per month. Interested candidates should submit their cover letter (including three personal goals for this internship) and resume to freshfuturefarm@gmail.com. Two administrative interns needed from October 2019 through April 2020).

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