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## Community Supported Agriculture Coordination Intern

The Homeless Garden Project (HGP) is a 25-year-old nonprofit organization based in Santa Cruz, California, dedicated to improving life by bringing together people from throughout the community in meaningful activities, teaching principles and practices of environmental, personal and economic sustainability, and providing work experience and wages for those who are homeless.

We are seeking an enthusiastic and hard-working intern who can coordinate our Community Supported Agriculture (CSA) program. CSA members provide crucial support to HGP by committing to buying produce from HGP each week during the harvest season and paying in advance for the produce. Their commitment to sustainable agriculture and transitional jobs enhances HGP's planning and financial stability and creates a community of people who are deeply committed to HGP's success. In return, we seek to provide CSA members with quality and diverse organic produce, tips and recipes for using the produce and news and stories about the farm, trainees and our programs that enhance their weekly experience. This intern will act as the primary contact and form relationships with CSA members. The intern will also collaborate with staff to ensure the CSA is being considered in all aspects of the organization's outreach, programming, etc.

### Responsibilities

#### *Recruitment (depends on start date)*

- Support production and distribution of CSA ads and flyers.
- Identify and pursue new potential CSA members.
- Speak about program to groups and at events; record/document outreach and track results.

#### *Recordkeeping*

- Assist in tracking enrollment; ensure that members pay for their share in full.
- Create check-in lists for pick up and U-Pick members and track their pick up each week. Contact members who do not pick up more than 3 weeks in a row and have not notified us in advance.
- Assist Farm staff in recording weights of produce sold via CSA.
- Solicit and record feedback, recipe suggestions, etc.

#### *Relationship Building/Communication*

- Write weekly newsletter; research recipes, write interviews, solicit articles from staff, trainees, CSA members and volunteers.
- Help develop an evaluation to be performed at end of season.

#### *Farm activities*

- Engage in production and with farm staff and trainees to inform your newsletter and various communications with CSA members.

### Qualifications

- Basic gardening skills (weeding, pruning, harvesting, planting)
- Demonstrated ability to organize, delegate, give direction, monitor others
- Experience with Excel/database management
- Ability to work with diverse groups of people
- Strong communication skills, ability work well with others in a collaborative environment

### How to Apply

Send your resume and a cover letter to Jes Walton, Volunteer Coordinator at [jesw@homelessgardenproject.org](mailto:jesw@homelessgardenproject.org). Please note this is an unpaid internship.