**About Kheprw Institute, Growin Good in the Hood Project Assistant**

 The Growin Good in the Hood Project Assistant is responsible for helping the Coordinator to establish and operate this new Kheprw Institute program. The Project Assistant will help with the implementation of the entrepreneurial gardens and the testing of the soil on the lots. As staff for the project, he or she will assist with the recruitment of youth, community partners and volunteers, and help to identify and secure needed resources for the program.

**Job Description**

Project Assistant will work with many Kheprw Institute staff and partners and be expected to complete a variety of tasks. Tasks include but are not limited to:

* Working with the Videography Director to train youth in videography and capture food stories in the community.
* Supervising the activities of the youth engaged in the program.
* Planning and facilitating the quarterly conversations/meals and discussions.
* Working with the Marketing Director to publicize the project via the appropriate media platforms.
* Working with Scarabys to define the performance metrics and capture the data required for project evaluation.
* Coordinating with KI NuMedia to create an online directory/webpage of the community stories and possible lots that can be used for urban gardening.

Skills/Abilities:

* Understanding and utilizing multiple learning styles to engage participants
* Small group facilitation
* Resource identification and acquisition
* Commitment to Excellence
* Genuine interest in working with and valuing youth
* Excellent written and verbal communication
* Intermediate proficiency in the use of computer programs, apps, etc.
* Willingness to learn/acquire skills in food production.

Responsibilities and Duties:

* Develop and implement program to launch Growin Good in the Hood.
* Engage youth, KI staff, interns and volunteers in the program.
* Collaborate with youth, KI staff, interns and community partners to create creative hands-on engaging programming that encourages learning about urban farming, entrepreneurship and videography.
* Identify, secure and maintain materials, tools and equipment including hardware and software needed for program.
* Communicate with youth, parents, family members and community members and community organizations as needed to facilitate operation of program
* Serve as outreach staff for recruitment of youth, community partners and volunteers.
* Work with KI staff, interns and volunteers to document program successes.
* Meet weekly with the Program Coordinator.
* Complete other tasks as assigned by the Program Director.

Experience: 2 years of experience working in community

The intern will report to the Growin Good Project Coordinator. Compensation will be in the form of a stipend through the Indiana Sustainability Development Program. The intern will work full time for 10 weeks beginning in May and ending in August. Exact beginning and end dates are negotiable; intern will be required to attend a bootcamp from May 14-18 and must be flexible to work some weekends (Saturdays or Sundays).

**Feedback and evaluation**

The intern will meet weekly with the Program Coordinator and be given regular feedback on progress and performance. Success in the internship will be determined by the completion of specified projects in a professional and timely manner. The intern should learn how the organization identifies and works to achieve its goals, how to evaluate the effectiveness of Kheprw Institute projects, and how to develop and maintain professional relationships.