

**Servant Leadership Summer Internship Placement Site
Job Description Information Sheet
Summer 2023**

Organization Name: Concrete Jungle

Address: 1050 Oakleigh Drive, East Point, GA, 30344

Phone: 404-835-4443

Web site: concrete-jungle.org

Internship Supervisor: Nichole Fields

Supervisor's contact information including e-mail: 706-801-7250 /
nichole@concrete-jungle.org

Organization's Mission Statement: Concrete Jungle transforms overlooked and underutilized fruit trees and land into a healthy food source for communities in need.

Summary of organization's primary programs and services:

In 2022, Concrete Jungle (CJ) hosted about 300 volunteer events, engaging more than 1600 volunteers between our Atlanta and Athens communities. Below is a summary of some of CJ's main programs.

City Fruit Picks and Adventure Picks	Concrete Jungle got its start through a group of friends scavenging for overlooked apple trees in Atlanta, making fruit picks our flagship program. Volunteer events encourage participants to explore their surroundings and engage with the natural environment around them. These events include urban fruit picks in Atlanta and Athens and larger gleaning events on farms, reclaiming excess produce. All produce harvested is donated to local soup kitchens and food pantries. Through this work, Concrete Jungle educates volunteers on Georgia's horticultural diversity and the hunger and health issues of our homeless and food insecure population.
PEEL (Produce Education and Enjoyment Loop)	Collecting overlooked and underutilized produce is only the first step. Through PEEL, Concrete Jungle distributes these fruits and vegetables to agencies throughout Atlanta doing the important work of feeding their communities. In 2018, Concrete Jungle began providing educational opportunities at food pantries and soup kitchens to help familiarize clients with local and less common varieties of produce. Through taste tests, recipe demonstrations, and cooking classes the PEEL program ensures that Concrete Jungle makes produce available <i>and</i> accessible for our partners' clients.

Produce Buyers Club	<p>The Concrete Jungle Produce Buyers Club purchases imperfect produce from farms in South Georgia for distribution among hunger relief agencies in the Atlanta area. The program is unique because the produce was picked within a few days of when it is distributed, unlike the food bank or other produce providers who are giving produce that has surpassed its shelf life. Since its founding in 2020, Concrete Jungle has purchased and distributed over 200,000 pounds of produce through this program.</p>
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Intern's title: Programs and Communications Coordinator

Number of interns requested: 1

Internship project/job description (please include a virtual/socially distanced option if possible):

NOTE: While this position will include some weekly tasks that will be done virtually, some responsibilities of this position require in person, on the ground work. All in person tasks can be completed in a socially distanced manner. Applicants can be assured that Concrete Jungle has implemented many safety guidelines and precautions during the pandemic to ensure staff, volunteers, and the partners we serve remain safe and protected during the course of our work.

The Programs and Communications Coordinator will provide essential support to CJ's summer programming. This position will primarily assist our produce distribution and education program, PEEL, but may also provide support for our pick, farm, and orchard events throughout the summer. Additionally, this individual will help with the successful execution of CJ's communication plan.

Responsibilities may include:

PEEL (estimate: 40% time)

- Facilitate deliveries to receiving agencies of produce from fruit picks, CJ's farm, and other donated produce
- Support curriculum development (e.g. recipe cards, produce fact sheets)
- Lead at least 1-2 tasting events per month at partner agencies and distribution events
- Conduct outreach with new potential donation recipients to identify new partners.
- Establish and document donation distribution protocols

Communications (estimate: 40% time)

- Contribute to bi-weekly newsletters
- Manage CJ social media channels (Instagram and Facebook)
- Create content (interviews, photos, writing copy)
- Meet with communications lead and committee members to strategize on communications plan

General Programs Support (estimate: 20% time)

- Support deliveries of purchased produce for Produce Buyers Club program
- Assist with tree scouting to help identify trees ready to be picked
- Help ensure supplies are gathered, rented, and delivered to the proper locations in advance of pick, farm and orchard events

Additional Organizational Support

Based on interests and skills of the intern, other tasks may include:

- Leading fruit picks
- Admin & operation support
- Grant research and writing
- Data management

Qualifications:

- Public speaking and leadership skills: comfortable speaking to and leading groups, as well as talking about Concrete Jungle mission
- Experience creating written and visual content for multiple channels
- Strong organizational skills and ability to manage competing priorities
- Self-directed approach to work
- Ability to communicate, interact, and be sensitive to a diverse group of individuals from different socioeconomic backgrounds and mental abilities
- Flexibility to pivot programming as seasons change and community needs differ
- Enthusiastic and positive personality despite adversity in the hard task of changing a complicated food system
- Reliable transportation and ability to transport materials (including produce)
- Ability to lift 40 pounds without strain

Are there other requirements for this position (security check, drug screen, immunizations, etc.)? If yes, please note them here:

Intern must be fully vaccinated and boosted and provide proof of vaccination

Will the internship require that the student have a car? Yes

Is placement site accessible by public transit or other transportation options?

While the office and some locations are accessible by public transportation, most responsibilities for this position will require the intern to be transporting program supplies, necessitating a car for travel.