Organization Name: Concrete Jungle

Address: 124 Estoria Street, Atlanta, GA 30316

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 2020, Concrete Jungle (CJ) hosted over 400 volunteer events, engaging more than 2300 volunteers between our Atlanta and Athens communities. Below is a summary of CJ’s main three programs currently.

<table>
<thead>
<tr>
<th>Program</th>
<th>Description</th>
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<tbody>
<tr>
<td>City Fruit Picks and</td>
<td>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 participants on Georgia's horticultural diversity and the hunger and health issues of our homeless and food insecure population.</td>
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<tr>
<td>Adventure Picks</td>
<td></td>
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<tr>
<td>Doghead Farm</td>
<td>Doghead Farm is Concrete Jungle's half acre urban farm in the Sylvan Hills neighborhood of Southwest Atlanta. Since starting the farm in 2012, Concrete Jungle has grown more than 25,000 pounds of beets, carrots, collards, cucumbers, eggplant, peppers, potatoes, radishes, summer squash, sweet potatoes, tomatoes, turnips, and winter squash. Volunteers help grow and harvest produce on the farm year round.</td>
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Local food banks have seen a 300% increase in demand during the COVID-19 pandemic. Many of the clients served by Concrete Jungle's partners are seniors, chronically ill or immunocompromised, putting them at higher risk of complications from contracting COVID-19. In March 2020, Concrete Jungle started a grocery delivery service for food pantry clients who are quarantined or have higher health risks. Since the launch, the program has made 12,600 deliveries and is currently serving about 300 families per week.

Intern’s title: Program Coordinator, Grocery Delivery and Picks

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, most 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 clients we serve remain safe and protected during the course of our work.*

The Program Coordinator will be essential to the continued success of CJ’s COVID-19 Grocery Delivery Program (GDP). Specifically, this position focuses on supporting the food logistics activities necessary to ensure CJ is providing the highest quality food possible to our clients and that weekly grocery deliveries happen seamlessly.

While the Program Coordinator will primarily work on GDP, they will also support CJ’s flagship program– Fruit Picks. Applicants do not need prior horticultural experience, just an enthusiasm for fruit and the great outdoors! CJ will provide the necessary training to be able to identify fruit trees, assess fruit ripeness, and lead fruit pick volunteer events.

Responsibilities may include:

**GDP**

- Serve as onsite staff lead for 1-2 distribution sites per week (main distribution day is on Saturday, with smaller distributions on Tuesday and Wednesday)
- Assist with creating and placing food orders for weekend grocery distributions
- Create recipe and nutrition sheets based on food being included in each grocery distribution
- Pick up weekly food purchases (currently on Wednesdays) as well as other food donations throughout the weekly
● Coordinate with other staff assisting with receiving and picking up food donations and purchases
● Move food and supplies between CJ’s main distribution locations to prepare for Saturday packing and distribution events (usually Fridays)
● Ensure supplies remain stocked at each distribution location

Fruit Picks
● Lead 3-5 fruit picks in the metro Atlanta area, and serve as an on call lead in case of last minute drop out (picks are usually on Thursday evenings)
● Help ensure pick supplies are replenished as needed and pick kits are ready in advance of picks each week
● Assist with tree scouting to help identify trees ready to be picked

Qualifications:
● Strong communications and leadership skills: comfortable speaking to and leading groups as well as talking about Concrete Jungle mission
● 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: N/A

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

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