

**Servant Leadership Summer Internship Placement Site
Job Description Information Sheet
Summer 2025**

Organization Name: Concrete Jungle

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

Phone: 404-835-4443

Web site: concrete-jungle.org

Internship Supervisor: Virginia Lawley

Supervisor's contact information including e-mail: 404.908.1202 /
virginia@concrete-jungle.org

Organization's Mission Statement: Concrete Jungle forages, farms and supports food access across Georgia.

Summary of organization's primary programs and services:

We provide fresh produce to food-insecure families by distributing excess produce from fruit trees and farms throughout the region; growing food on our farm; and providing nutrition education resources. As of December 2023, Concrete Jungle has distributed over 2 million pounds of fresh, nutritious food. Below is a summary of some of CJ's main programs.

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| 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. |

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| Produce Buyers Club | 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 600,000 pounds of produce through this program. |
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Intern’s title: Programs 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, many 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 is mindful of public health conditions and as necessary implements guidelines and precautions to ensure staff, volunteers, and the partners we serve remain safe and protected during the course of our work.

The Programs Coordinator will provide essential support to CJ’s summer programming. This position will primarily assist our nutrition education program, PEEL, and our produce purchasing program, Produce Buyers Club. This position may also provide support to our other program activities throughout the summer. Tasks will involve working in person at our office and warehouse in East Point, driving and participating in events around the greater Atlanta area, and working remotely. The Programs Coordinator will be trained to drive the Concrete Jungle van to utilize for some work tasks, but applicants should also have access to their own vehicle to be able to complete other tasks (a gas stipend will be provided.)

Community Engagement Events (estimate: 80% time)

- Support development and printing of educational resources (e.g. recipe cards, produce fact sheets, signage)
- Plan and Co-lead at least 1-2 PEEL events per month at partner agencies and distribution events
- Support program evaluation through data collection and analysis
- Collect client stories and feedback regarding program participation

General Programs Support (estimate: 20% time)

- Facilitate pickups and deliveries to receiving agencies of produce from fruit picks, CJ’s farm, and other donated produce.
- Help receive incoming produce deliveries from farms, counting inventory received and report accurate numbers back to other CJ Staff.

- Prepare produce orders, including sorting produce, labeling and palletizing orders, etc.
- Facilitate produce order pick ups at, and deliveries from, Concrete Jungle's warehouse to buying agencies.
- 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 picks and farm events
- Capture photos and videos at program events
- Provide support onsite at volunteer events

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

- Admin & operation support
- Communications support
- Grant research and writing
- Data management

Qualifications:

- Demonstrated public speaking skills; able to lead and speak to groups about Concrete Jungle mission
- Proven skills in planning, project management and organization
- Demonstrated initiative and 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 and workflow as seasons change and as weather, volunteers, and other unpredictable circumstances change
- 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)
- Physical ability to lift 40 pounds without strain, and willingness to support the on the ground aspects of CJ's work

Are there other requirements for this position (security check, drug screen, immunizations, etc.)? If yes, please note them here: Concrete Jungle will request the intern's Motor Vehicle Record to ensure they have a clean driving record.

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.