

# UHSUSTAINABILITY

Week of January 16, 2011

[www.uh.edu/green](http://www.uh.edu/green)

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## RECYCLEMANIA 2012

**Dedicate 2012 to the environment.  
Register your organization for the  
RecycleMania Competition Today!**

**DON'T WAIT**

**February 1 is the sign-up deadline.**



To sign up or for more information, e-mail [wlgarner@central.uh.edu](mailto:wlgarner@central.uh.edu)



# UH SUSTAINABILITY

## Internships

### Green Build Education

Green building immersion opportunity: Volunteer with the Program Director of the City of Houston Green Building Resource Center serving the mission: “ To enable the public to experience and learn more about healthy and energy, water, and material conserving design and construction; also known as Green Building.” Ongoing activities include updating over 50 displays (and creating new displays) to educate the public about green building materials and strategies, preparing for green building tours and green building education seminars, updating the website ([www.codegreenhouston.org](http://www.codegreenhouston.org)), and collaborating with staff of the Texas Gulf Coast Chapter of the US Green Building Council. Volunteers will also benefit from exposure to many visitors from the building industry. Internship is offered for minimum 4 hrs/week, consecutively. Interested? Email the Director at [steve.stelzer@houstontx.gov](mailto:steve.stelzer@houstontx.gov)

### Communications, Grant Writing: Keep Houston Beautiful

Keep Houston Beautiful is the city’s leading organization in beautification, litter reduction and recycling education. For 28 years, Keep Houston Beautiful has been reaching out to all segments of our community to educate and empower individuals to take greater responsibility for beautifying and enhancing Houston’s environment. Each year’s successes have created a cleaner and healthier city for all Houstonians. Keep Houston Beautiful strives to provide continuous education and public awareness efforts that support and promote sound waste management activities, plan, develop and implement neighborhood-based litter cleanup programs and activities, coordinate and implement landscaping improvements, as well as, maintain fiscal sustainability and accountability. Continued on next page. Email [rbeaty@houstonbeautiful.org](mailto:rbeaty@houstonbeautiful.org)



# UH SUSTAINABILITY

## Internships

### Keep Houston Beautiful con't

#### Job Duties:

Grant Writing; Keep Houston Beautiful has invested in a program that lists grant opportunities available through various organizations. The intern will be responsible for identifying grants that will be beneficial to the organization and completing and submitting those grant applications.; Assist community organizers with completing cleanup packets and registering their event with Keep Houston Beautiful and Site Box Score retrievals; Sending communications to KHB volunteer database; Assist with Adopt a Block processing

#### Qualifications

- Detail oriented with the ability to juggle a number of projects simultaneously
- Self starter who takes the initiative to get the job done
- Team player who is open-minded and flexible
- Must possess excellent verbal and written communication skills
- Proven experience and ability in graphic design highly preferred.
- Familiarity with Microsoft Word, Excel, Access, Outlook, PowerPoint, and HTML

#### Programming

- Must be able to pass a criminal background check
- Must be professional, creative, and have a positive attitude

### Urban Harvest Business/ Accounting Intern

This position will include any or all of the following:

- Accounts payable disbursements
- Schedules of disbursement in Excel
- Spreadsheets of expense reports
- Database management
- Comparison reports of budgets vs. actual
- Membership communications
- Department reports

We can work with you on the number of hours needed. [juli@urbanharvest.org](mailto:juli@urbanharvest.org) or call 713-880-5540



# UH SUSTAINABILITY

## Internships

### Urban Harvest Community Gardens Intern

Can include any or all of the following:

Gain/use knowledge of bioregional gardening, which includes information on vegetables, fruits, herbs and habitat plants; Assist community gardeners in maintaining gardens; Promote ecological pest management; Assist with managing gardens; Community building; Volunteer recruitment; Help build gardens

Physical requirements and working conditions

Ability to work with frequent interruption and to simultaneously supervise a variety of tasks; Ability to stand, stoop, reach and bend. Mobility of arms to reach, dexterity of hands to grasp and manipulate large and small objects.; ability to read small print; ability to stand for long periods; Ability to lift, push and/or pull objects, which may weigh approximate 50 pounds; Ability to work outdoors in a physically demanding environment; We can work with you on the number of hours needed

For more information contact Becky Blanton at [becky@urbanharvest.org](mailto:becky@urbanharvest.org) or call 713-682-9480

### Urban Harvest Writer Intern

Writing is needed in all of our programs and can include any or all of the following:

articles for our newsletter; class descriptions for our website; farmers Market descriptions for the website and weekly newsletter; fundraising assistance; advertising for classes, farmers markets and community gardens; spanish translation is needed periodically, but not a requirement for internship

We can work with you on the number of hours needed

Email [gary@urbanharvest.org](mailto:gary@urbanharvest.org) or call 832-656-2819



# UH SUSTAINABILITY

## Internships

### Urban Harvest Farmers Market Intern

Responsibilities include general operations at any of our five farmers markets. Work with the intern coordinator to design a program specific to your strengths and needs. This can include any or all of the following: small business management; general accounting; digital communications; marketing. We can work with you on the number of hours needed

For more information contact Rebecca O'Brien at [rebecca@urbanharvest.org](mailto:rebecca@urbanharvest.org) or call 203-788-3886

### Urban Harvest Youth Garden Instructor and Outreach Coordinator Intern

To Apply send resume and cover letter to [schoolandyouth@urbanharvest.org](mailto:schoolandyouth@urbanharvest.org) or call Carol Burton at 281-865-1966. Twelve hours weekly, but can be negotiated to fit your needs. Internship can include any or all of the following: TEACHING: Primary age group: Elementary School Students from PreK-5th Grade. Class size average between 10-20 students. Independently or with a mentor garden instructor, lead students through propagation, planting, cultivation, and maintenance activities in the school outdoor classroom; which will include vegetable gardening, and habitat gardens, orchard, compost area and pond. Con't on next page



# UH SUSTAINABILITY

## Internships

### Urban Harvest Youth Garden Instructor and Outreach Coordinator Intern, Con't

Lead students in ecology and food sustainability based activities in school gardens; Work with a mentor garden instructor to teach students a variety of subjects, including: nutrition, math, science, language arts, and art, in the school outdoor classroom; Lead cooking lessons incorporating produce students have grown; Be a positive role model and mentor students in the outdoor classroom.

**GARDEN SITE SUPPORT:** Manages and maintains assigned school outdoor classroom equipment, school gardens with students and, if needed, participates in planning and preparation time; Coordinate program nutrition activities with all garden instructors; co-procure nutrition and garden related supplies and distribution to school sites; End of summer camp; Create inventory spreadsheet of youth program materials inventory; Co-procure replacement youth gardening materials, tools and fall seed inventory.

**COMMUNICATION, LEADERSHIP, AND OUTREACH:** Communicates routinely with Director of Youth Gardening, Programs Specialist and/or members of the school partner site garden staff team; Co-coordinate and participate in youth gardening outreach events, such as community garden workday, school harvest celebrations, and/or youth farmers market event; Write thank you letters to community partners and supporters of Youth Gardening summer programs; Collect data from program surveys and design a spreadsheet, assessing qualitative and quantitative data of school summer camp programs, such as, number of total student participants and/or garden fruit and vegetable taste test preferences; Write impact report to summarize collected data from end of summer camp surveys; Use multi-media software of choice, photography and videographer proficiency a plus, to create presentation or outreach materials highlighting the program success and impact in creating healthy communities.

