



**Position:** Educational Gardens Intern

**Available to:** Currently enrolled undergraduate and graduate students

**Term:** Summer 2025 (May- August)

**Pay:** \$15/hour for undergraduate students; \$17/hour for graduate students

## **Position Description**

Emory's Office of Sustainability Initiatives (OSI) is seeking qualified students to fill a unique role working with the Educational Garden Project on Emory's campus. The intern will work with the Educational Garden Coordinator up to 10 hours per week in the gardens and up to an additional 10 hours as a general sustainability intern. An intern's tasks may include but not be limited to:

- Assisting the Garden Coordinator to strengthen and support garden teams.
- Assisting with needed labor if gardens need weeding or other help.
- Building or strengthening systems of communication with garden coordinators, regular work teams and volunteers.
- Developing promotional and communications materials to increase awareness of and engagement with the Educational Gardens
- Supporting event planning or other activities at the Educational Gardens
- Assuring there is good signage both in the gardens and at campus events.
- Updating Garden Calendar and guidance documents as needed.
- Archiving garden activities through photos and saving documents and flyers, etc.

General Sustainability Intern duties include work on a variety of projects and programs that span all OSI's mission areas (Academics, Biodiversity & Landscapes, Buildings, Climate & Air, Energy, Food & Dining, Purchasing, Transportation, Waste, Water, and Wellbeing) that are deployed across Emory University campuses and Emory Healthcare locations.

### *Requested Qualifications:*

- **Garden-specific**
  - **Available to work on Emory's Atlanta campus throughout the internship period, June-early August (required)**
  - Friendly and task-oriented
  - Interest in sustainability, especially sustainable & local food
  - Knowledge of organic gardening practices is preferred but not required
  - Experience in gardening, horticulture, or landscaping
  - Ability to lift ~30 lbs. and work outside in summer heat

- **General Intern**
  - Ability to employ multiple interpersonal, internet, academic and qualitative research approaches to collecting information and synthesizing it into research briefs
  - Strong initiative, task-orientation, and attention to detail
  - Interest in and understanding of principles of sustainability and social justice
  - Comfort working independently with regular check-ins on activity and progress
  - Enthusiasm about working on a collaborative and communicative team
  - Willingness to present as well as interact at tabling or other public events
  - **Availability during weekday business hours (9-5) for a weekly one-hour intern meeting (required).**

### **Eligibility**

All undergraduate and graduate students enrolled at Emory University are invited to apply. All majors are welcome, but those seeking experience in a field related to sustainability are preferred. This position is for a student who would like to work up to 20 hours per week and no more.

### **To Apply**

Applications will be **accepted Between March 4 and March 17, 11:59 p.m.** Please submit the following:

- your resume,
- a cover letter,
- a writing sample (see below), and
- your availability (hours/week, start date, end date) to [emorysustainability@emory.edu](mailto:emorysustainability@emory.edu).

Top applicants will be invited for interviews soon after.

### **In your cover letter, please:**

- Discuss any experiences that have shaped your general interest in sustainability and your particular interest and/or experience that would enable you to excel as a gardens intern.
- Explain how the internship will contribute to your academic and professional development **OR if you are an existing or past OSI intern**, please describe what you learned or valued from your previous experience and what additional value you can gain from continuing as an intern.

**Writing Sample**

We request a brief writing sample. Please select and answer **one** of the following prompts. Please select the prompt that best reflects the work you hope to do with OSI (i.e., please answer prompt #1 if you hope to perform more research-oriented work and respond to prompt #2 if you hope to perform more communications-oriented work.)

1. Please select one of the seventeen [United Nations Sustainable Development Goals](#) (SDGs) and answer the question: how should Emory advance this Sustainable Development Goal? Do not exceed 600 words.

*Demonstrate in your answer that you have conducted thorough research on Emory's existing work, peer higher education institutions' existing work, and sustainability best practices related to your SDG. Please cite any sources in the citation style of your choice.*

2. Please select a completed [Emory Incentives Fund project](#) and write an educational news article not exceeding 300 words that announces, explains, and promotes the project to the Emory community **and** draft a social media graphic (an Instagram post, Instagram Story, LinkedIn post, etc.) that announces and advertises the [Incentives Fund application](#) that will open in May of 2025 to potential applicants. You may attach the graphic to your response email or insert it into this document.

*Demonstrate in your answer that you can concisely communicate about OSI's initiatives to the Emory community and that you can create effective graphics for social media.*