

**South Central Community Action Program, Inc.**  
**Position Description**

**Position Title:** Growing Opportunities Intern

**Department:** Growing Opportunities

**Reports To:** Growing Opportunities Manager

**Position Status:** Contract

**Purpose of Position**

Under supervision of the Growing Opportunities Manager, the Growing Opportunity Intern teaches clients and community members how to cook healthy meals at home, to select the most nutritious foods on a tight budget, and to preserve food grown in gardens. The Growing Opportunity Intern organizes workshops on nutrition for trainees and community members based on crops available at Growing Opportunities. In addition, the Growing Opportunity Intern trains' clients in the hydroponic production of crops in the greenhouse job training program. The Growing Opportunity Intern will treat all individuals with dignity and respect, make necessary referrals for clients, and exemplify the South Central Community Action Program, Inc. commitment to helping people.

<b>Essential Duties and Responsibilities</b>
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*The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- Trains clients in the hydroponic production of crops in the greenhouse job training program for Growing Opportunities.
- Develops curriculum and prepares manuals, visual aids, course outlines, and other materials to be used in teaching nutrition to the general public, clients, and community members.
- Plans and conducts training programs in nutrition, for clients, community members and the general public.
- Counsels clients, community members, and the general public on basic rules of good nutrition, healthy eating habits, and nutrition monitoring to improve their quality of life.
- Advises clients and community members on nutritional principles, dietary plans and diet modifications, and food selection and preparation.
- Advises clients and community members, on food safety procedures, menu development, and budgeting of food purchases for meals while utilizing the basic rules of good nutrition and healthy eating habits.
- Organizes, develops, analyzes, tests, and prepares special meals such as low-fat, low-cholesterol and chemical-free meals using the products from Growing Opportunities.
- Purchases food in accordance with health and safety codes.
- Writes reports and other documents to communicate results from the nutrition workshops.
- Monitors food service operations to ensure conformance to nutritional, safety, sanitation and quality standards.

- Trains clients in the hydroponic production of crops in the greenhouse job training program for Growing Opportunities.
- Assists in the creation of the marketing plan for Growing Opportunities. Assists in coordinating various marketing methods including, direct mail, email, signage, print ads, networking, internet, social media, and develop new methods of marketing.
- Assists in the creation and implementation of social communication to drive brand awareness over social media networks (Twitter, Pinterest, Instagram, Google Plus, Tumblr, and Facebook).
- Assists with customizing and then disseminating press releases for Growing Opportunities.
- Assists in the distribution or delivery of marketing materials.
- Utilizes monthly marketing and public relations calendar to coordinate activities.
- Assists in the branding process for the Growing Opportunities products.
- Assists in the development of promotions and product packaging to increase brand recognition.
- Collects and analyzes data on customer demographics, preferences, needs, and buying habits to identify potential markets and factors affecting product demand, while identifying and maintaining customer lists.
- Researches customer needs through customer questionnaire and discussions and construct proposals for products and services in an effort to enhance produce competitiveness.
- Seeks and analyzes competitor marketing and sales materials both on and offline.
- Organizes and plans promotional events (food market demonstrations, local community appearances, educational events and greenhouse tours).
- Assists with the research and development of sales presentations and preparations for customer meetings.
- Attends trade shows, conferences, networking events representing Growing Opportunities.
- Assists in meet and greets and networking events for Growing Opportunities.
- Networks with others in the industry to develop new business opportunities for Growing Opportunities.
- Prepares and submits weekly review reports, monthly sales reports, and any other reports assigned to provide a proper flow of information for planning and evaluation activities.

<p><b>Minimum Training and Experience Required to Perform Essential Duties and Responsibilities</b></p>
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- Students majoring in Public Health, Culinary Arts, Dietetics, Health Education, Nutrition Science or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities.
- Skilled in the use of computers for email, creation, and manipulation of databases, and Microsoft Office

## **Special Requirements**

- Ability to travel locally, regionally, and nationally to attend to daily work demands, meetings, workshops, and conferences.

## **Minimum Physical and Mental Abilities required to Perform Essential Job Functions**

### **Physical Requirements**

- Ability to use departmental equipment, tools, and materials.
- Ability to work in a greenhouse that will be a warm environment.
- Ability to exert physical effort in light to moderate work involving lifting, carrying, pushing, and pulling; ability to stoop, kneel, crouch, and crawl; ability to climb and balance; tasks require visual perception and discrimination.

### **Mathematical Ability**

- Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; ability to perform mathematical operations with fractions; ability to compute discount, interest, profit and loss, ratio and proportion; ability to perform operations incorporating geometric principles.

### **Language Ability and Interpersonal Communication**

- Ability to communicate positively and effectively with staff, government officials, supervisor, Board of Directors, and the general public verbally and in writing; while conforming to all rules of punctuation, grammar, diction and style.
- Ability to respond competently and positively to the culture, traditions, lifestyles, language, and values of each individual, family, and community.
- Ability to maintain the integrity of confidential employment, client, and business information.
- Ability to accurately record and deliver information, meet deadlines, and maintain confidentiality of restricted information.
- Ability to use independent judgment and principles of rational systems in the performance of tasks.
- Ability to work under stressful conditions, to respond immediately to crisis situations, and to balance priorities within and between offices/departments.
- Ability to maintain complete, organized, and accurate files for all assigned tasks and program areas, ensuring that the files are in compliance with all Federal, State, and Agency guidelines and requirements.
- Ability to maintain personal composure, tactfully handle difficult situations, and interpret questions correctly; ability to behave in a friendly, understanding, helpful, and professional manner with clients and program staff.
- Ability to counsel, supervise, and mediate and to persuade, convince, and influence others.

- Ability to advise and interpret on the application of policies, procedures, and standards to specific situations. The ability to explain, demonstrate and clarify to others, the understanding of the well-established policies, procedures and standards.

**Environmental Adaptability**

- Ability to work effectively in an office environment and at on-site locations in varying weather conditions; ability to protect self and others when working with and around construction sites, machinery, toxic chemicals/agents, loud noises, electrical current, etc.

This job description describes the general nature and level of work performed by the Growing Opportunity Intern. It does not state or imply that these are the only duties and responsibilities assigned to this contract. The Nutrition and Marketing Intern may be required to perform other job-related duties as requested by the contractor. All requirements are subject to change over time and to possible modifications in order to be reasonably accommodating to individuals with a disability.

The Growing Opportunity Intern has read the above job description and understands the duties and requirements expected of them. The Growing Opportunity Intern will ask for clarification of those areas that he/she did not clearly understand. The Growing Opportunity Intern also understands that if he/she continues to have questions or new questions arise, they are immediately to discuss these questions with the contractor.

Growing Opportunity Intern's Name: \_\_\_\_\_

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Growing Opportunity Intern's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor's Signature

\_\_\_\_\_  
Date