



Community Stewardship Intern: Property Stewardship

Reports to: Executive Director + Property Manager

About Us

MEarth is a multi-faceted, environmental stewardship education program that inspires youth and adults to be better stewards of our selves, our communities, and our environment. Annually, more than 5,500 people participate in one or more of our four programs: ClassroomConnect, NatureConnect, FoodConnect and CommunityConnect.

At the ten-acre Hilton Bialek Habitat, located adjacent to Carmel Middle School (at the mouth of Carmel Valley), we provide hands-on, experiential learning opportunities to schools, county agencies, partner nonprofits, local businesses, and interested citizens from throughout Monterey County.

Our nationally recognized outdoor learning center includes a large meadow, bird habitat, monarch butterfly habitat, pond, outdoor amphitheater, LEED-certified culinary classroom, outdoor kitchen with wood-fired oven, vegetable and herb gardens, heirloom fruit orchard, off-grid solar greenhouse, and native plant nursery.

For more information about MEarth, please visit:

www.MEarthCarmel.org | Facebook and Instagram @MEarthCarmel

About the Position

MEarth's Community Stewardship Internship will encompass a variety of duties including, but not limited to, supporting the MEarth Property Manager and volunteers in the management of the edible and pollinator gardens, native plant nursery, and other general property management for the Hilton Bialek Habitat. Duties may also include produce harvest and donation support, administrative tasks, communications, data management, and support for programming and restoration project efforts, depending on the needs of MEarth.

Responsibilities (include but are not limited to):

Production Garden (One Acre Edible Garden)

- Support efforts in propagation, soil fertility, composting, crop rotation, irrigation, and pest and disease management in the edible garden. Contribute to a regular record of garden work, harvest yields and planting rotations.
- Support the collaboration of MEarth instructors/staff and restaurant partners to ensure a level of production that provides ample produce for student and community programming, specialized growing contracts and special events. Support the delivery of produce to restaurants and other clients as contracts or other needs dictate.
- Work with MEarth staff, volunteers, and contractors in the maintenance of the gardens and associated greenhouse.

Native Plant Nursery

- Work with MEarth staff, volunteers, and contractors in the maintenance of the Native Plant Nursery and shade house.
- Support the propagation of natives in support of plant sales and restoration activities.

Property Management

- Support Property Manager's efforts to ensure that property facilities and equipment are in safe and reliable working order, i.e. tool shed, greenhouse, irrigation system, hand tools, etc.
- Work with the keen aesthetic of the program in mind, keeping the property in a presentable state for our numerous tours and community visitors.

Programming and Restoration Project Support

- Work collaboratively with MEarth staff to support the successful delivery of educational programming at the Habitat.
- Ensure educational habitat labs are well maintained, in collaboration with MEarth Educators.
- Support Property Manager, Administrative and Program Assistant, and Program Director with restoration activities both on and off-site.
- Contribute to an engaging and rewarding experience for volunteers working to maintain the property.

Public Outreach, Profile Building, and Community Programming

- Participate in most outreach events, especially public/community events.
- Coordinate and conduct onsite tours and non-program use of facilities.
- Work with Executive Director, Program Director, Community Stewardship Manager, and Administrative and Program Assistant to identify and implement follow-up engagement activities.
- Assist in the planning and coordination of the production and implementation of CommunityConnect and other registration-based programming, as assigned.
- Play a role in MEarth's collaboration with outside partners on the idea, content, timing and delivery of CommunityConnect programming.
- Assist in CommunityConnect event development and delivery, including administrative responsibilities, transportation, and evaluation. Assist in tracking and documenting program deliverables and outcome(s).
- Assist in coordinating programming delivery with internal and external staff, and monitor implementation. Supervise staff and volunteers during these educational programs/events, as appropriate.
- Assist in planning and delivery of virtual and in-person programming focused on building nature-, garden- and/or food-focused knowledge, behaviors, and skills, as assigned.

Administrative

- Assist in data entry, program evaluation, mailings and other office tasks, as assigned.
- Assist in proofreading and editing, as assigned.

Working Conditions

MEarth is an innovative and dynamic work environment, providing opportunities for the right candidate to explore a wide variety of avenues available in the environmental, agricultural, horticultural, & educational fields.

The candidate will be working around the school environment and therefore should be comfortable, presentable and a good role model for children. Successful candidates should be self-motivated and able to work alone or in groups. Creative problem solving and project-completion skills are a must.

The working environment is subject to bending, crouching, or kneeling to access information and/or to assist students from ground level to 4.5 feet above the ground, pushing, pulling and lifting of instructional equipment and supplies, sitting on chairs or floor, leaning over for prolonged periods of time, reaching in all directions, and working outdoors for prolonged periods of time.

The position is flexible (5-15 hrs/week) and will be scheduled based on applicants availability and the needs of the program. The exact scope of position will be tailored to fit specific interests of the applicant, while supporting the

on-going programs at MEarth. Successful completion of the hiring process is contingent on the applicant passing a live-scan fingerprint/background check. (paid for by MEarth)

Compensation

Historically, this position has been 75% funded by the Federal Work Study program, 25% by MEarth. As Federal Work Study is not being offered by MIIS in Fall 2020 and MEarth has not allocated funding for the remaining 75%, MEarth and MIIS students will need to discuss whether receiving CA minimum wage (\$12/hr.) with a “not to exceed” number of 40 hours per semester, or serving in an unpaid/volunteer capacity would work best for the student. Serving as an unpaid volunteer may give the student the opportunity to apply for Immersive Professional Learning Funding through the Middlebury Institute.

For more information, please contact Bryce Craft, *Director of Employer Relations*
O: 831.647.6516 | bcraft@miis.edu

This is a temporary position and does not guarantee long-term employment at MEarth.

To Apply

Submit your [MIIS Internship Interest Form](#), including a cover letter, resume and references.

MEarth is an Equal Opportunity Employer.

MEarth is committed to providing for a safe working environment for all of its employees. To this end MEarth has implemented COVID-19 prevention protocols in compliance with local, state and Federal guidelines.