

Non-Profit Administration Internship

CRABTREE FARMS OF CHATTANOOGA



Crabtree Farms is a non-profit research and educational project promoting sustainable agriculture. Crabtree Farms houses a non-profit office as well as a certified organic Urban Farm that grows vegetable, herb, and flower crops on 4 acres as a model of sustainable agriculture. The Urban Farm is an agricultural learning center for the Chattanooga community.

An intern in the non-profit office at Crabtree Farms can gain practical experience in communications, writing and public relations. Tasks range from writing press releases to assisting with community programs & events. Internships can be customized to meet the student's interest or internship's requirements.

Job Description:

- Gain valuable experience with all aspects of a non-profit organization through marketing, journalism, fundraising and program development to promote the goals and activities of Crabtree Farms
- Perform office tasks such as writing press releases, designing invitations, writing fundraising letters & outreach materials and database management
- Assist with special events, community projects and educational programs

Qualifications:

- Open to everyone (College credit may be earned. For more information see your faculty advisor.)
- Interest in non-profit work and sustaining our local food economy

Hours:

- At least 6 hours per week, with some weekend and special event hours
- Must be able to work within a routine schedule
- Spring, summer or fall semester or full-year internships available

**Non-Profit Administration Internships at Crabtree Farms are unpaid,
but the experience is invaluable!**

Interested? Call Melanie Babb at (423) 493-9155, x.11



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