

OurSpace World, Inc. (www.ourspaceworld.org) is excited to offer two internships for fall 2021 that will advance the organization's mission of cooperatively educating groups of land stewards and earth healers. OurSpace is a Black-led 501c3 non-profit organization, whose vision is to create a sustainable world where all communities have culturally centered spaces in which to live and thrive. We are based in Prince George's County, Maryland, and we are looking for people from the community, or people that can relate to our community dynamics, to help us with our efforts to build local sustainability, land access, and cooperative resource management.

These internships are 6 months to a year, and come with a small stipend upon completion. The schedule is flexible, and roles and responsibilities range from working on various farm sites with local farmers to behind the scenes work taking place virtually. Applicants should have access to reliable internet access and be comfortable conducting work via Zoom. Having transportation and the ability to assist at different jobs sites is a plus.

It is our preference that interns work 20-30 hour a week, and positions are geared towards master's students. However, undergraduates will be considered on a case-by-case basis.

Interns will have the opportunity to engage in farm work, participate in cooperative training circles, and attend relevant meetings or events that we sponsor. There is an opportunity for interns to extend their internship based on mutual agreement, however, there is no expectation or guarantee of subsequent employment after the internship.

Interested students should send a cover letter and resume to ourspaceworldwide@gmail.com. Additionally, sending a short writing sample will help us identify candidates who can fulfill grant writing and project proposal writing duties.

Success at OurSpace

Whether one functions as an intern, staff, director, or volunteer, OurSpace functions collaboratively and cooperatively; most projects and roles are held by multiple people. Interns are encouraged to study, train, and ask questions; this education culture helps us grow in our community-mindedness and environmental-focus.

To be successful in OurSpace internships, applicants ideally excel in the following areas:

- **Mission-driven:** You want to play a role in building community sovereignty and resilience while fostering climate renewal.
- **Hands-on:** You are strategic and enjoy contributing ideas but are also ready to execute. You are ready and willing to jump in and participate in fresh initiatives and new collaborations.
- **Ownership:** You care deeply about doing what it takes to achieve results and can manage your own projects (or pieces of larger ones). You drive work forward with a sense of urgency, anticipate problems, and course-correct when needed, with limited oversight.
- **Relationship management:** You have a good sense of how to manage relationships with members, staff, and partners, as well as build new relationships. You handle confidential

information sensitively and use discretion about what information you share with members and partners.

Grants and Admin Internship

OurSpace has a growing number of grants and program collaborations which require detailed tracking, reporting, and communication. Reports to our grantors and partners are essential to building and maintaining support for joint initiatives. Our Grants and Admin Intern will share in the process of updating existing partners as well as help forge new partnerships. The intern will also serve a vital role in our co-op development programming.

Responsibilities include

- Writing: Write, edit, and proofread print and digital content, including but not limited to website content, blog posts, program overviews, grant proposals & reports, and media materials.
- Website/Social Media: Help support content creation and networking for OurSpace, including website and blog updates.
- Staff-meetings: Expected to attend various meetings and provide updates and feedback to relevant areas.
- Training materials: Create or work with other staff to find, curate, and structure cooperative development resources and training presentations.

This position will report to our Administrative Director.

The ideal candidate will be able to handle multiple priorities, take initiative, and thrive in a fast-paced environment. He or she will be able to think and work independently, and also collaboratively with others. Facility with Microsoft Word and Excel is strongly preferred. Comfort and hands-on experience with social media platforms such as Facebook and Instagram is a bonus. The strongest candidate will also have an interest in environmental sustainability centered around land and farming. Additionally, ideal candidates excel in being:

- Detail-oriented: You believe in smooth flow of projects and precision in written communication. Therefore you are diligent about meeting timelines and thoroughly polished writing.

Youth Field School Internship

Experiential education of youth around the environment, and hands-on skills training including farming and basic construction are foundational to the work of OurSpace. We engage youth as young as age 5 because a deep love and reverence for the natural world as part of a holistic education is essential for raising the next generation of land stewards. The Field School Intern participates in the process on all levels, and aids in creating an engaging and safe learning environment for all participants.

Responsibilities include:

- Curriculum Management: Adapting and updating curricula to incorporate new knowledge areas and fit unique environments and outdoor “classrooms”.

- Lesson Planning and Preparation: Choosing lessons and activities appropriate for participants' ages, skill levels, and the environment. Also ensuring tools and materials for each activity are ready and available.
- Teaching: Guiding youth through activities and modules, ensuring they are engaged and comprehending the lessons.
- Partner Coordination: Planning and scheduling modules with partner sites. Coordinating relevant details and logistics to parents and guardians.

This position will report to the Operations Director.

The ideal candidate has a love for children, as well as an appreciation for nature. He or she will be able to think and work independently, and also collaboratively with others. A knowledge of plants, animals, farming/gardening, or basic construction skills is a plus. Experience working with teams or groups in an educational, training, or counseling setting is strongly preferred.

Additionally, ideal candidates excel in being:

- Patient and Understanding: You take a supportive approach working with people, giving plenty of encouragement, guidance, and positive reinforcement.
- Creative: You see potential problems before they arise and find unique ways to mitigate them while maintaining harmony in the group.