

Organization Name:	Groundswell Center for Local Food and Farming
Web Address:	www.groundswellcenter.org
Project 2: <i>Administrative Assistant Intern</i>	
Project Description: <i>The Groundswell Center for Local Food & Farming</i> is an agriculture education nonprofit based in Ithaca, NY, operating under the Center for Transformative Action and EcoVillage at Ithaca and serving the broader Finger Lakes area. Our core work is nurturing the next generation of farmers and cultivating knowledgeable “food citizens” through experience based educational programs.	
Sustainability Intern’s Role: The Intern will serve as Groundswell’s Administrative Assistant and will work directly with our Administrative Manager. Duties include database entry, phone calls, research, organizational development, desktop publishing, Post Office runs, and other tasks as needed. Students of color and students with limited financial resources are encouraged to apply.	
Skills or Education Required: Strong organizational skills. Excel, Word, social media, google docs.	
Total Project Hours or Weekly Time Commitment: 5-8 hours	
Internship Duration: Fall Semester and Spring if possible	
Intern Workspace: The intern will work at the Center with staff supervision.	
Funding: This position can be either work-study (paid) or volunteer position. If this will be a work-study position, the hourly pay rate is \$10.	