

## Special Project: Recruitment for Summer Fellowship Program

**Overview:** Every summer CitySprouts brings on a team of college students (and other young people new to the field of garden-based education) to help in our summer program for middle schoolers. These Summer Fellows help teach our youth about gardening, cooking, science & engineering, and social justice. They're vital to making one of our most popular programs function at a high quality.

Last year we brought on 10 Fellows, twice as many as we'd ever had before. They reflected diversity not only in cultural and socio-economic background but also in field of study. This rich diversity contributed to an even deeper experience for the Fellows themselves and for our youth. This year we are aiming for a bigger group and we want our Fellows to reflect the same diversity as last year. We need your help to recruit high quality, diverse candidates with this 5-15 hour project (depending on your availability).

### Project Scope:

- Stage 1 (first 5-7 hours):
  - Working from our existing list of schools, research student organizations that cover the following topic/interest areas:
    - Identity affinity groups (ie Black Student Union, Latinx Student Association, Cape Verdian Student Association, etc)
    - Education related groups
    - Outdoor/environmental clubs (ie Outdoor Club, Eco Reps)
    - Related subject areas (ie Biology Club, University Garden Association)
  - Collect current contact information for these groups in our existing spreadsheet.
- Stage 2 (next 3-5 hours)
  - Working from a template provided by CitySprouts, email each group inviting them to pass along the position description for the Summer Fellow position.
- Stage 3 (additional hours if desired)
  - Support CitySprouts in posting our Summer Fellow position to universities' internal job posting systems.

### Necessary Skills:

- Comfortable using Google Apps
- Comfortable communicating by email/remotely

### Other Details/Logistics:

- Reports to Middle School Program Manager
- Stage 1 deadline is 12/27
- Stages 2 and 3 (optional) due 1/19
- Can be done remotely (on your own computer) or in our office at 678 Mass Ave, Cambridge (on a CitySprouts laptop)