

## Greenroof Research Internship

### Description:

The Horticultural Society of New York (The Hort) is seeking a smart, detail-oriented, and creative college student interested in learning about non-profit work with a focus on providing environmental, cultural, and educational resources for all New Yorkers. With a small staff, The Hort has an engaging workplace environment, with value on employee input and experience.

The Greenroof Intern will work directly with the Director of Special Projects. The intern will assist in researching Greenroof companies and provide the groundwork to craft outreach to establish The Hort's infrastructure for conventional Greenroof projects. The semester-long internship is flexible enough to accommodate a student's part-time work schedule. Ideally, interns are in the office two days each week for 10-12 weeks. You will work in a great office environment, with a green wall on the south facing side and plants integrated into the office architecture.

For the chosen candidate, we can adjust the start/end dates and hourly commitment of the internship to fit your schedule. The internship is unpaid, but we will arrange for you to earn academic credit through your college or university.

### Duties may include:

- Researching Greenroof supply companies, their products, and samples
- Researching Greenroof company system cost comparisons.
- Providing administrative support during Winter Greenroof Training Sessions.
- Working on development projects, including grant applications.
- Ordering of materials for projects, creating invoices, and filing of receipts and invoices.
- Help organize The Hort office space for in-house events.

### Required Qualifications:

- Excellent oral and written communications skills, including ability to take initiative and perform follow-up
- Excellent computer skills
- Ability to work with the public
- Ability to work independently and juggle multiple projects at once

### Preferred Qualifications:

- At least 1 year of undergraduate school complete
- The ability to earn academic credit through your college or university
- Interest in horticulture, green infrastructure, or community gardening.

**Hort Programs include:** *GreenHouse*: A jail-to-street program at Rikers Island using horticulture as a tool to redirect inmates' lives. *GreenTeam*: An internship program for people graduating from the GreenHouse program and other at risk young men and women. *Apple Seed*: Hands-on environmental education for public and private school children. *Exhibitions*: Art inspired by botany, landscape, and horticulture. *The Hort Library*: A 10,000 volume collection with rare books and the newest publications on urban gardening.

You can learn more about the Horticultural Society of New York at: [www.thehort.org](http://www.thehort.org).

### Application instructions:

Please email your resume and cover letter to Dwaine Lee at [dlee@thehort.org](mailto:dlee@thehort.org) with "Greenroof Research Intern" in the subject header.