# CSUS Internship Opportunity Department of Communication Studies and Journalism California State University, Sacramento

Name of Organization:	Elderberry	Farms	Native	Plant Nursery
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### **Description of Organization**:

*The Nursery is a project of the Sacramento Valley Chapter of California Native Plant Society. It is a non-profit.* Elderberry Farms' mission is to promote awareness of the benefits of native plant habitat, encourage community involvement, and provide a source of local native plants for school & community gardens, restoration projects and home gardens.

Internship type (mai	rk all that apply):					
PR Organizational	Journalism Media	Intercultural Media Production			Interpersonal	
Semesters/Dates Int	ernships Available:	Fall	Spring	Summer	Other	

## Detail of Activities/Duties/Responsibilities/Opportunities:

- Help maintain and improve the volunteer program.
  - Write up volunteer job descriptions for nursery leaders as well as other volunteers.
  - o Document procedures for recurring volunteer activities.
- Update website with current activities and develop social media.
  - *Reorder and refresh the webpage for the Nursery.*
  - Assist in developing the plant database.

#### Intern Background Necessary:

*Interest* - In the Environment and how to communicate the benefits of native plants and their habitat to critters as well as people *Knowledge* – Word, Excel, Google Docs, some plant knowledge helpful. *Ability* - Work independently

#### Intern Background Desirable:

*Skill* - Administrative Writing Skills, Reporting Skills, Microsoft Office Skills, Organization, Analyzing Information, Professionalism, and Interview volunteers and observe volunteers

#### Materials Needed for the Interview:

Access to computer.

Weekly Hours F	Required: <i>Oper</i>	n – the times	we are at the	Total Number	r of Hours Per	Semester	
Nursery is below	. Much of the	intern's worl	k can be done				
offsite.							
Flexible or Fixed	d Schedule? 1	Flexible	Fix	ed			
If Fixed, days	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
and times	9:30-12:00	-	9:30 - 1:30	-	-		-
Paid Position?	Yes <mark>No</mark> 🤅	🕄 Wa	ges (if applicabl	e): \$ per	Paid Ex	oenses? Yes	No

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(We 'pay' all volunteers in Peanut				
Butter & Jelly sandwiches.)				
Number of Interns Requested:	<b>1</b> Are applicants a	ccepted o	on an ongoing basis?	Yes

No

Organization name & address: Elderberry F	Farms NPN
2140 Chase Drive, Rancho Cordova, CA (on a	the American River Parkway within Soil Born Farms)
(Accessible from the American River bike trai	<i>l</i> .)
Name & title of contact person: Christina Le	ewis,
Elderberry Farms NPN Director, SVC CNPS	Board Member
Contact Person Email:	Website:
<u>cnpschris@gmail.</u>	com www.SacValleyCNPS.org / Nursery
Phone: 916 812-2876	Fax: N/A