

# Garden Assistant Internship

The Upper Valley Land Trust (UVLT) is a nonprofit conservation organization dedicated to preserving the unique landscapes of the Upper Connecticut River Valley. Since its founding in 1985, UVLT has permanently protected over 56,000 acres of forests, farms, waterways, and wildlife habitats across more than 500 properties. Through land conservation, stewardship, and community engagement, UVLT collaborates with landowners, municipalities, and local organizations to ensure the natural beauty and ecological health of the Upper Valley.

## Position Summary:

The work of the **Garden Assistant Intern** is focused on UVLT's two food pantry gardens – at Brookmead Conservation Area in Norwich, VT and Up on the Hill Conservation Area in Charlestown, NH.

UVLT's food pantry gardens produce vegetables and fruit donated to Willing Hands and other local nonprofits addressing food insecurity. A portion of the garden space at Brookmead is dedicated to growing food and seed for the Abenaki Land Link project which is part of the food security work of Abenaki Helping Abenaki, a nonprofit organization of the Nulhegan Abenaki Tribe.

With help from the community and dedicated volunteers, in 2024 UVLT donated over 1,900 pounds of produce including potatoes, tomatoes, onions, squash, carrots and radishes to our partners at Willing Hands and the Claremont Soup Kitchen. Both gardens will bring together volunteers to produce food needed by the recipient organizations.

The Garden Assistant Intern may participate in many aspects of the gardens, including planning, planting, cultivating, and harvesting, as well as supporting and coordinating the work of volunteers. This is a great hands-on opportunity to learn about food production for community programs and gain experience guiding and leading volunteers.

There is no stipend available for this internship. If desired, UVLT will work with applicants who may be eligible to receive academic credit for this internship. This internship will be supervised by the Stewardship Programs Coordinator.

## Duties and Responsibilities:

- Preparing the garden soil for planting, including raking, digging, removing rocks.
- Bed and garden maintenance throughout the season including weeding, watering, weed whacking, and pest management.
- Aid in harvest and transportation of vegetables.
- Assist in managing and leading volunteers on site for weekly garden workdays.
- Create promotional and social media content including video, photos, and at least one written piece for the UVLT website/newsletter.
- Other duties as assigned.

## Key Qualifications:

- Must be comfortable working outside in a variety of weather conditions.
- Must be able to lift 30 lbs.
- Must have own vehicle and valid driver's license for transportation of tools, harvesting containers, vegetables, etc.
- Must be able to work independently.
- Working knowledge of gardening and/or agriculture is not required but would be helpful.
- Experience working with volunteers is not required but would be helpful.
- Desire, ability, and experience working outdoors.

#### **Work Environment:**

- Outdoor field work in the gardens.

#### **Direct reports**

None.

#### **General Expectations:**

- All interns will abide by the UVLT Employee Handbook, follow organizational policies, attend staff meetings, and contribute to internal functions.
- This position may evolve over time, and duties may be adjusted at the discretion of UVLT's President or the Stewardship VP.
- This is an unpaid internship and is non-contractual, all UVLT employees are employed "at will."

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To apply, please send a resume and cover letter to:

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