**ABOUT LU**

Lawrenceville United (LU) is an inclusive, resident-driven community–based non-profit organization focused on improving quality of life of Lawrenceville residents and stakeholders through community engagement and advocacy, community restoration and beautification, and community planning and development.

**Position Overview**

The Engagement and Sustainability Intern will work directly with the Community Engagement and Program Manager to develop and coordinate various community engagement and quality of life programs. The programs include, but are not limited to, Lawrenceville Farmers Market, Lawrenceville Organic Community Gardens, Tree Pittsburgh: Lawrenceville Tree Tenders, Senior AdvantAGE Program, and various community events. The position will work closely with the Community Project Coordinator in community engagement, marketing, outreach, and administrative responsibilities.

**Responsibilities and Tasks**

* **Community Engagement and Sustainability:** Coordinate weekly food deliveries to neighborhood children at Lawrenceville Organic Community Garden and Lawrenceville Farmers Market. Assist with event coordination for the development of Duncan Park.
* **Marketing & Outreach:** Work will include social media outreach, eNewsletter publications, flyering, direct mailings/ phone calls, and press release development.
* **Administrative Responsibilities:** Assist the office in general with incoming phone calls, coordinate meeting and event logistics, and handling constituent concerns.

**Knowledge, Skills, and Abilities**

The ideal candidate will have knowledge, education, or background in the following:

* Passion or knowledge of greening and sustainability practices and programs, especially those in the Pittsburgh area
* Basic graphic design and software understanding
* Comfortable with computers and learning new software quickly
* Ability to troubleshoot logistical issues timely and efficiently
* Strong Microsoft Excel and Word experience
* Understanding of social media programs and practices
* Comfortable meeting, listening, and engaging people

**Hours**

The ideal candidate will be able to work at the Lawrenceville United offices 10 – 20 hours a week, with some availability on weekends and evenings.

**Compensation**

School credit, Federal Work Study, or a small stipend based on experience.

Application

Please submit a **cover letter** and resume to [HR@lunited.org](mailto:HR@lunited.org) with “Engagement and Sustainability Intern application” in the subject line.