

## **Community Based Federal Work-Study Job Description**

**Name of agency:** First Grace Community Alliance's Hagar's House

**Mailing address of agency:** 3401 Canal Street. New Orleans, LA 70118

**Job title:** Herbal Project Program Internship

**Location where student will perform job (if different from above)** 3401 Canal Street, NOLA

**Classification (e.g. reading tutor, classroom helper, program assistant, etc)** Program Assistant

**Supervisor's name:** Madeleine Repogle / AmeriCorps VISTA

**Purpose/role within organization:** Program Director / VISTA Project Manager

**About this role:** The ideal candidates are students in the following disciplines: Business, Marketing, and Digital Communication. Interns will apply those skills to support the Herbal Project, which is a social enterprise endeavor with the goals of providing marketable skills to our community members.

**Duties and responsibilities associated with the position:** To successfully perform in this role, the ideal candidate should demonstrate the ability to perform the essential duty and or have the desire to learn on the job. The requirements listed below are representative of the knowledge, skills, and/or abilities needed to successfully support the Herbal Project. It is encouraged that interns exercise creative thinking, experiment with ideas to make the final results as rich, dynamic, and sustainable as possible.

### **Enterprise Management & Accounting:**

- Develop and recommend FREE / Open Source tools and templates for financial activities not limited to Monthly Budgeting and P&L Reporting
- Develop a retention and engagement strategy for our current and future partners - vendors, volunteers, resident program participants
- Develop a cyclical auditing and reporting system to track progress, deliverables, and milestones.

### **Human Resources & Development:**

- Recruitment: volunteers, and resident participants
- Leadership: train volunteers, and resident participants and lead day to day operations - production, market day, pop up and special sale event

### **Operation:**

- Support the productions - making the product in house, market days - sell product at local farmer's market, pop up events - at local venues that sell our product
- Support accounting and partner relationship tasks
- Manage day to day operation of the herbal project

## **Community Based Federal Work-Study Job Description**

### **Communication, Outreach and Digital Marketing:**

- Effectively and proactively communication with various stakeholders, partners, and the community at large
- Support digital media campaign and task across platforms

### **General qualifications for position:**

**Pay:** \$10/hr (CBFWS students may also get paid for travel time)

**Dates of employment:** no earlier than January 15, 2022 through May 15, 2022

*Students must complete Loyola's employment training prior to employment and be approved to work by OCELTS before work begins.*

**Evaluation procedure and schedule:** All supervisors will evaluate student performance at the end of the academic year. The evaluation is online. Students may or may not be present while employers evaluate students.