



206 Charles Street, Fredericksburg, VA 22401
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downtowngreens.org

Earn Credit to Work with Downtown Greens Product Management Internship

Downtown Greens is a nonprofit founded in 1995 in downtown Fredericksburg with a mission to foster community involvement and growth by protecting and nurturing urban greenspace through collaborative environmental stewardship and experiential education.

Position: Product Management Intern

Internship Description:

The Product Management Intern will work with the small, dedicated staff of Downtown Greens to manage ongoing sellable inventory. The Intern will gain hands-on experience in creating, organizing, tracking, and packaging our sellable products as a revenue stream and to thank donors and partners. The level of interest, initiative, and experience of the Intern will define and potentially expand the responsibilities for this position. This is an unpaid internship; however, interns have the opportunity to earn college credit through their university.

Responsibilities could include:

- **70% of the time:**
 - Help develop a system for tracking sales and inventory of Downtown Greens products
 - Organize, track inventory, and distribute Downtown Greens merchandise, including clothing, bamboo utensil sets, stickers and pins, and assorted edible products
 - Help create and track inventory of assorted edible items from our garden (ie: herbed salts, hot sauces, etc.)
 - Help create and track inventory of items used in thank you gifts, like handmade seed packets, illustrated thank you cards, etc.
- **30% of the time: Help keep the community greenspace running smoothly**
 - Assist with office tasks, including creating & mailing thank you gifts and letters

Intern Qualifications:

- An interest in community involvement, urban agriculture, permaculture, and/or organic gardening
- Highly motivated individual capable of working independently without supervision
- We are particularly looking for knowledgeable, open-minded, and friendly people to apply for this position

Location and Hours:

- Position will be located at the Downtown Greens headquarters in Fredericksburg, VA with possibility for remote work as well.
- Hours will vary depending on individual's schedule, availability and how many college credits they seek.

To Apply:

Submit a resume and cover letter to downtowngreens@gmail.com. Visit www.downtowngreens.org for additional information.