



Greater Newark Conservancy
Summer College Mentor
Job Description



Organization Description

Greater Newark Conservancy (the Conservancy) is a nonprofit organization located in Newark, New Jersey. The mission of the Conservancy is to “promote environmental stewardship to improve the quality of life in New Jersey’s urban communities.” We achieve our mission through four inter-related program areas: youth & family education, urban agriculture & community greening, job training, and environmental justice & advocacy.

Program Description

Each summer, the Conservancy employs Newark high school and college students as interns of the Newark Youth Leadership Project (NYLP). NYLP is a summer job training program designed to involve Newark youth in hands-on activities that will impact the environmental health of Newark and its surrounding communities. Over the course of the program, students are introduced to a series of environmental issues impacting their communities and become directly involved in finding solutions to those issues. Throughout the program, interns work alongside full-time Conservancy staff, learning the specific tasks required to improve the environmental health of the community and gaining the skills necessary to support this work long-term.

Job Summary

Greater Newark Conservancy is seeking Newark residents currently enrolled in an accredited college or university to serve as “College Mentors” in the Conservancy’s Newark Youth Leadership Project. College Mentors work directly with Conservancy supervisors to manage high school students in one of four departments during the 6-week summer program: education, youth farm stand, horticulture, and urban farming. Prior to the start of the program, College Mentors are trained for four weeks in the skills of managing youth and supporting environmental education. College Mentors are employed for up to ten weeks from June-August 2020.

We are seeking students from a variety of majors; however, there must be a demonstrated interest in connecting your studies with supporting a strong, healthy social and physical environment. Appropriate majors include: environmental science, biology, horticulture, nursing, public health, sociology, anthropology, and many more. A focus is placed on applying your coursework and interests to the specific issues tackled by the Conservancy.

Key Responsibilities

- Support department supervisors in management of high school interns
- Maintain a positive work environment while working alongside high school interns in sometimes challenging outdoor conditions
- Assist NYLP Program Coordinator in preparation of special NYLP activities
- Help maintain daily bookkeeping i.e., attendance, time sheets, student job site, etc.
- Co-facilitate clerical and administrative needs
- Practice good, sound judgment in decision-making with students and present a professional demeanor when representing NYLP



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Requirements

- Current Newark resident
- Currently enrolled in an accredited college or university
- Completed at least one year of college
- Available to work July 6-August 14, 2020
- Complete an employment application through the City of Newark's 2020 Summer Youth Employment program (<https://application.newarkwep.org/>)

Preferred Qualifications

- Commitment to and interest in assisting high school students in their academic, leadership, and personal growth
- Able to work in rigorous and sometimes challenging weather conditions
- Excellent written and verbal skills
- Prior experience working with adolescents
- Available to work from 8:30 a.m. – 4:00 p.m. (hours determined by department placement but not to exceed 30 hours/week)

TO APPLY

Please submit a resume, cover letter, and unofficial transcript to NYLPprogram@citybloom.org. Only applicants selected for an interview will be contacted. Questions regarding the Newark Youth Leadership Project or this application can be directed to Malcolm McClain, Newark Youth Leadership Project Coordinator, by phone (973-642-4646 ext. 33) or by email (nylpprogram@citybloom.org).