

**Mission Waco Urban REAP Internship  
Urban Agriculture Specialist**

**Name of Position:** Urban Agriculture Specialist

**Job Description:** Assist Urban REAP Director and Assistant Director with managing our gardens and compost systems to grow produce and educate the community on gardening and compost

**Job Location:** Urban REAP, 1509 N. 15<sup>th</sup> Street, Waco, TX 76707

**Reports to:** Urban REAP Assistant Program Director

**Position Type:** Paid internship

**Hours:** 20 hours a week: flexible on scheduling but require at least one harvest shift (Tuesday and/or Friday 8am-12pm)

**Duration:** January through December 2025

**Compensation:**

- \$15/hour, 20 hours a week
- Leave: 4 weeks unpaid time off; to be scheduled and spread out during academic calendar breaks.

**Essential Functions and Responsibilities of the Position**

- Together with the Urban REAP Assistant Director plan and plant our gardens to maintain healthy productive plants to grow produce for local outlets
- Collaborate with the Farmers Market Team to plan planting and harvest for Farmers Markets
- Manage the health of our small food forest (perennial fruit trees and plants)
- Research and implement strategies to manage pests and plant health
- Manage and monitor our compost systems to produce quality compost
- Manage the operations of our Compost Club that collects food waste from the community, including washing buckets and supporting occasional events for Club members
- Greet and assist customers in our Garden Center to meet their gardening needs
- Support with the development of protocol and procedures for the Gardens and Compost Systems

**Additional Functions and Responsibilities**

- Collaborate with the Education Team to develop signage that educates visitors on our gardening and composting practices
- Maintain clean and organized environments in the gardens and compost areas and tool shed
- Assist in managing volunteers on short- and long-term projects in the gardens and compost
- Assist with the essential day-to-day chores, including watering plants and feeding fish
- Assisting with facilitating our Community Compost Certificate Course that runs from March to April

**Required Hard Skills**

- Background in Environmental Studies, Ecology, Chemistry, Biology, Horticulture, Sustainable Agriculture, or similar

**Learning Outcomes:**

- Hands on experience of the benefits of and barriers to local food systems and Environmental nonprofit day to day operations
- Technical skills: Garden planning, plant science and care, integrated pest management, organic practices, compost management, and market gardening
- Computer systems management, such as Google Suite, Square, Outlook, and online databases
- Interpersonal skills and communication skills with a variety individuals and settings (e.g. store front, education, tours)
- Project management, punctuality, responsibility, and professionalism

**Apply for position:** Please email Emily Hills at [urbanreapdirector@missionwaco.org](mailto:urbanreapdirector@missionwaco.org).