

**Minnesota State Horticultural Society's
Garden-in-a-Box
Coordinator Job Description
Immediate opening**

AGENCY DESCRIPTION:

The Minnesota State Horticultural Society (MSHS) is a nonprofit organization located in Roseville, MN serving gardeners of all ages and skill level. MSHS' mission is to serve northern gardeners through education, encouragement and community.

MSHS' Garden-in-a-Box (GIAB) program's goal is to help low-income families and school children have access to fresh, local produce and the tools to grow it themselves by providing raised bed containers, soil, vegetable plants, educational materials and educational programs. The garden kits will be distributed in the Twin Cities Metro area as well as greater Minnesota.

RESPONSIBILITIES:

The coordinator will be responsible for coordinating all aspects of the Garden-in-a-Box program including:

Secure partners and coordinate delivery

- Vendors for box, soil, plants and other materials
- Nonprofit organizations who serve low-income families/GIAB recipients

Coordinate distribution of GIAB kits

- Metro area
- Greater Minnesota locations

Track success of participants

- Visit gardens and participants during growing season
- Answer questions, document testimonials and feedback, take photos
- Evaluate program through harvest records and surveys; tabulate and analyze results
- Collect Data for grant applications and reporting

Provide educational presentations for the program

- Classes at MSHS or onsite
- Hands-on in the garden through site visits
- Develop and create and/or arrange for webinars for participants

Budgeting and planning

- Contribute to budget and planning process
- Manage program budget

Reporting

- Attend staff meetings and report on program
- Attend one board meeting per year and report on program
- Summarize and report on results from the harvest records and surveys

Promote program

- Contribute to the content and dissemination of documents for recruiting, evaluating and promoting the program to the public and partner organizations

Other duties as assigned by supervisor

SKILLS REQUIRED:

- Knowledgeable in vegetable gardening and use of produce in the kitchen, as well as seasonal gardening issues such as pest management
- Vehicle required to visit gardens in the Twin Cities Metro and greater Minnesota
- Proficient with Microsoft Excel, Word, Power Point, webinar platforms
- Well organized with attention to detail

- Work independently and meet deadlines
- Ability to tabulate and evaluate the data collected from participant surveys and create reports in Microsoft Excel based on findings
- Comfortable presenting to groups
- Excellent oral and written communication skills, with ability to communicate with diverse populations and engage children
- Professional demeanor
- Must be able to lift and carry heavy materials

EXPERIENCE OR SPECIAL SKILLS DESIRED:

- Multilingual a plus
- Experience with grant writing

HOURS:

November through March 20 hours a week, April through October 30 hours per week. Some weekends and overnight travel in summer.

SALARY:

This is an hourly, part-time position. \$16 per hour.

CONTACT:

Please send a resume and cover letter: Gretchen Ambrosier, Minnesota State Horticultural Society, at gambrosier@northerngardener.org, 2705 Lincoln Drive, Roseville, MN 55113. No phone calls please.