



**New Leaf Foods
CONTRACT POSITION DESCRIPTION**

POSITION TITLE: LTE CONTRACT- GARDEN BLITZ COORDINATOR

ADVISOR: Kim Diaz

DEPARTMENT: New Leaf Foods, Inc.

DURATION: October 2018 - June 2019

COMPENSATION: \$4000 Stipend with bonus commission upon completion

JOB SUMMARY:

The Garden Blitz Coordinator will work collaboratively with New Leaf Foods, Inc. and other local organizations and community volunteers to coordinate the Green Bay Garden Blitz. The Garden Blitz Project installs raised garden beds and provides gardening support to the community to increase access to healthy, local foods. The Coordinator will be responsible for coordinating and overseeing the Blitz which includes working with the steering committee, fundraising, volunteer recruitment and management, communications, box sales, as well as the actual building and installation of garden beds which takes place over a weekend in the spring.

ESSENTIAL DUTIES:

Provide leadership to the Garden Blitz.

Work with committee to coordinate tasks.

Recruit committee chairpersons and oversees activities of committees.

Ensure communication to volunteers, sponsors, and garden box recipients is accurate and distributed in a timely manner.

Promote the Garden Blitz via social media and print media as well at local events and community meetings.

Sell Garden Boxes

Ensure all supplies are purchased and all equipment procured prior to start of the event.

Ensure all logistics for event are coordinated.

Maintain records and completes final reports as requested.

Provide project updates in a timely manner with New Leaf weekly meeting.

Recruit low income and diverse individuals and families to participate in the Blitz.

Solicit sponsors and funding for Garden Blitz.

NON-ESSENTIAL DUTIES:

Perform related functions as assigned

MATERIALS AND EQUIPMENT USED:

General office equipment

Computer

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's Degree preferred but not required. Successful experience in event planning and fundraising. Knowledge of gardening. Experience recruiting and training volunteers preferred; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities.

Licenses and Certifications:

Valid Wisconsin Driver's License

Knowledge, Skills and Abilities:

High level of organization, leadership, communication and marketing.

Ability to assist in seeking funds and donations of materials and supplies.

Ability to work well as a member of the team.

Knowledge of gardening.

Ability to maintain, revise and work within a budget.

Ability to understand, motivate and work effectively with volunteers.

Expertise in coordinating complex events.

Ability to plan, promote, implement, evaluate, and report on the Garden Blitz.

Ability to establish and maintain effective working relationships with New Leaf and UW-Extension.

Knowledge of and ability to utilize a computer and required software including Word, Excel, and PowerPoint, google docs.

Ability to communicate effectively both orally and in writing.

Ability to use social media.

Experience with graphic design and website management.

Ability to prepare reports.

Ability to make individual arrangements for transportation adequate to meet position responsibilities and essential job functions.

Ability to work evenings and weekends including the Blitz weekend (May 2 - 5, 2019).

Administrative Accountability:

The Garden Blitz Coordinator will be accountable to New Leaf Foods board of directors.

PHYSICAL DEMANDS:

Lifting 50 pounds plus maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds.

Intermittent standing, walking, and sitting; occasionally driving.

Working in a variety of weather conditions.

Using hand(s)/feet for repetitive single grasping, fine manipulation, pushing and pulling, and operating controls.

Occasional bending, twisting, squatting, climbing, reaching, and grappling.

Communicating orally in a clear manner.

Distinguishing sounds at various frequencies and volumes.

Distinguishing people or objects at varied distances under a variety of light conditions.

Withstanding temperature changes in the work environment.

This position description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

I have read the above position description and understand the duties and responsibilities of the position.

Employee Name (Please Print)

Date

Employee Signature