



New Leaf Foods, Inc. is a grassroots non-profit organization that supports the health and well-being of individuals and families through healthy food access, education, and local food development in a healthy sustainable environment.

Good Food for Good Health, Now and for Generations

Join our team! We are searching for passionate leaders who share our mission. Our accomplished board of directors, community connections, dedicated volunteers, and bountiful variety of programs will allow our coordinators to flourish both professionally and personally while working to create a sustainable local food system. Our small dedicated group of volunteers come together to provide an extraordinary educational experience unique to our community—and unique to each individual student's expertise and desired areas of growth.

To apply: Please send cover letter, resume, and three references to Kimr.diaz@gmail.com. One document with all three elements is preferred.

New Leaf Foods Communications Coordinator:

The Communications Coordinator will work collaboratively with New Leaf Foods team coordinators (Resource Development, Logistics, Mentorship, Volunteer) to develop our community communications strategies: updating the website; working with social media, constant contact emails and newsletters; creating and distributing flyers, postcards and marketing materials, media kits, and press releases; and assisting with the New Leaf Foods communication program with meaningful program-related tasks. Much of the focus will be on the success of the Green Bay Garden Blitz. The Blitz is a weekend event each May that brings together many volunteers to build raised bed gardens in the Green Bay area. Our Communications Coordinator will play a major role in the outreach, marketing, and execution of this event. This is a stipend position.

New Leaf Foods Volunteer Coordinator:

The Volunteer Coordinator will work collaboratively with New Leaf Foods team coordinators (Communications, Resource Development, Logistics, Mentorship) to develop our community volunteer coordination strategies for the Garden Blitz project including: recruiting volunteers; optimizing volunteer communications; maintaining the volunteer database; ensuring liability waivers are signed; and overseeing the volunteer training, registration, team assignment and deployment. The coordinator will also organize t-shirt

making and after party event, volunteer recognition and thank you cards. Our volunteer coordinator Assistant will play a major role in the outreach, marketing, and execution of the Garden Blitz event. This is a stipend position.

Garden Blitz Logistics Coordinator:

The Garden Blitz Logistics Coordinator will work collaboratively with New Leaf Foods team coordinators (Communications, Resource Development, Volunteer, Mentorship) to focus on the success of the Garden Blitz. The Blitz is a weekend event each May that brings together many volunteers to build raised bed gardens in the Green Bay area. The Logistics Coordinator will ensure management of equipment to ensure each team has what they need to perform their job. This person will work with the Resource Development Team to ensure materials management and purchasing is done in a timely manner and to ensure the best price, quality, service, and delivery of supplies (including lumber, soil, screws, trucks, drivers, bobcat). The Logistics Coordinator will work with Volunteer Coordinator on sales of box orders to develop scheduling, mapping, deployment, maintain contact sheets for deliveries, perform troubleshooting and problem solving with a high level of customer service and congeniality toward volunteers and customers. This is a stipend position.

COMMUNICATIONS ASSISTANT INTERNSHIP POSITION:

The Communications Assistant Intern will work collaboratively the Communications Coordinator to learn basic community communications strategies: including updating the website; working with social media, constant contact emails and newsletters; creating and distributing flyers, postcards and marketing materials; developing media kit and press releases; and assisting with the New Leaf Foods communication program with meaningful program-related tasks. Much of the focus will be on the success of the Green Bay Garden Blitz. The Blitz a weekend event each May that brings together many volunteers to build raised bed gardens in the Green Bay area. Our Communications Assistant Intern will play a major role in the outreach, marketing, and execution of this event.

VOLUNTEER COORDINATOR ASSISTANT INTERNSHIP POSITION:

The Volunteer Coordinator Assistant Intern will work collaboratively the Volunteer Coordinator to develop our community volunteer coordination strategies for the Garden Blitz project including: recruiting volunteers; optimizing volunteer communications; maintaining the volunteer database; ensuring liability waivers are signed; and overseeing the volunteer training, registration, team assignment and deployment. The intern will assist in organizing t-shirt making and after party event, volunteer recognition and thank you cards. Our Volunteer Coordinator Assistant will Intern will play a major role in the outreach, marketing, and execution of the Garden Blitz event.