



CONTRACT POSITION DESCRIPTION

POSITION TITLE: LTE CONTRACT- GARDEN BLITZ COORDINATOR
ADVISOR: Kim Diaz
DEPARTMENT: New Leaf Foods, Inc.

DURATION: November 2022 - November 2023
COMPENSATION: \$7000 Stipend with bonus commission upon completion

TO APPLY: Send cover letter and resume to info@newleaffoods.org

JOB SUMMARY:

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

ESSENTIAL DUTIES:

Provides leadership to the Garden Blitz.

Works collaboratively with New Leaf Foods Board of Directors

Attends weekly meetings with New Leaf Foods advisor as scheduled.

Works collaboratively with the Garden Blitz steering team to coordinate tasks.

Recruits committee chairpersons and oversees the activities of committees.

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

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

Sells Garden Boxes

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

Ensures all logistics for the event are coordinated.

Maintains records and completes final reports as requested.

Provides project updates in a timely manner with New Leaf Foods weekly meetings.

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

Solicits sponsors and funding for Garden Blitz.

Green Bay Garden Blitz - Wrap Up Task Expectations:

1. Clean up staging sites and return all equipment to owners - example return trucks and trailers to vendors, return wheelbarrows, shovels, rakes, drills...etc.
2. Collect all receipts, invoices, and financial information and give to the treasurer for bills to be paid immediately following the Garden Blitz. Make sure all donations, payments, and income are collected and given to the treasurer.
3. Record all in kind donation amounts
4. Collect all the paperwork and record data in the database
 - a. Number of boxes delivered, Number of volunteers, supplier contact information, drivers, schools, donations
5. Update Garden Blitz files
6. Collect and preserve all pictures and files.
7. Send thank you cards to sponsors, partners, team members
8. Send volunteer thank you letter & survey
9. Send out thank you via gmail, constant contact, website, facebook, instagram
10. Return all Garden Blitz materials, files, equipment, totes, t-shirts, dishes to New Leaf Foods storage.
11. Coordinate the Garden Blitz After Party
12. Coordinate the Garden Blitz / SWOT / debriefing meeting
 - a. Work with team to set date, location, focus for next year's Blitz
13. Develop Blitz budget, timeline, for the next year
14. Update website, Blitz materials for next year's Blitz, Facebook

NON-ESSENTIAL DUTIES:

Performs 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 Foods and other affiliated organizations including Green Bay Botanical Garden and the Brown County Volunteer Center.

Knowledge of and ability to utilize a computer and required software including Word, Excel, and Powerpoint, Google Drive/Suite.

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 week of the Garden Blitz - April 29 - May 5, 2023.

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.

NEW: 10/2022