



# Program/Development Coordinator

**Division:** General Operations

**Reports to:** Janice Brown, CEO & Education Director

**Position Title:** Program/Development Coordinator

**Type of Position:** Intern w/ Stipend, Part-time

## On the Grow Needs

A self-starting, highly organized professional who would like to help a small business grow. Creative, proactive problem solvers with friendly and professional communication skills are a plus.

## Qualifications & Skills

- Strong organizing skills
- Exceptional writing and communication skills
- Strong social media skills
- Natural ability to connect with kids and adults
- A basic knowledge of nature & gardening
- Strong computer skills, especially in Microsoft Office
- Outreach and marketing skills are a plus
- A team spirit

## Responsibilities and specific duties:

- Organize materials for garden education, outreach events and workshops
- Maintain garden education supplies by checking inventory & ordering items needed
- Help create, schedule, & market workshops
- Promote events, news, and volunteer opportunities on social media platforms
- Update website and newsletter with relevant content
- Create supply lists for workshops & order supplies
- Monitor registration for workshops
- Assist in garden planning contracts
- Follow up with contract leads
- Maintain & update potential client "Radar List"
- Assist in training new contractors

## Benefits

- Work in a fun, energetic environment
- Potential to turn into a paid position
- Flexible work
- Opportunity to see a start-up company grow from the ground, up

To apply, please send a resume and cover letter to [info@girlonthegrow](mailto:info@girlonthegrow). For more information, please contact Janice Brown at 713-303-6503.

