

Mesa Urban Garden Training, Outreach, & Education Coordinator



About Mesa Urban Garden:

[Mesa Urban Garden](#) (MUG) is a nonprofit organization that sustains a community garden and gathering space in the heart of Mesa, Arizona's downtown. MUG's mission is to inspire sustainable urban living through education, community involvement and creative cooperation to strengthen families and enhance and beautify our neighborhoods. Located at 212 E 1st Avenue, the garden recently celebrated a ten-year anniversary of growing.

Summary of Position:

The Mesa Urban Garden Training, Outreach, & Education Coordinator is a 1-year paid position made possible by a [USDA-Natural Resource Conservation Service \(NRCS\) People's Garden](#) Grant. The position will be responsible for planning, organizing, and facilitating approximately 10-12 education programs to be offered at the garden (or at a nearby public building) from fall of 2023 to fall of 2024. The position will be working with [RAIL CDC](#) (Retail, Arts, Innovation & Livability Community Development Corporation), MUG board members and City of Mesa (COM) Environmental and Sustainability staff.

The position requires knowledge of the local gardening community and local low-desert gardening techniques. The position requires strong interpersonal skills, community organizing experience and a passion for gardening education, and healthy eating (food preparation, nutrition). The schedule is flexible as long as the planning and coordination needed is convenient for RAIL CDC, MUG, and COM staff. Most workshops/programs would preferably take place on Saturdays or other times proving to be convenient for public participants.

Position Responsibilities:

Plan, develop, and implement training classes or demonstrations. Topics include but are not limited to gardening, harvesting/cooking/nutrition, composting, seed collecting, organic pest control, etc.

- **Planning & Development:** Requires all steps needed for development.
 - Organize a topic/presenter brainstorming meeting with RAIL, MUG, COM, NRCS and UofA Cooperative Extension Master Gardeners.
 - Put together a calendar of programs as far in advance as possible.
 - Educational materials and/or class giveaways (seeds, plants, etc.) should be considered in advance.
- **Implementation:** Requires all steps needed for programming.
 - All arrangements with presenters – initial scheduling and follow-up prior to the event.
 - Provide promotional materials to COM and MUG marketing staff.
 - Coordinate with MUG Operations Manager for dates available and reminders prior to event.
 - Provide necessary setup for event. Displays, tables, chairs, tents, water/refreshments, possibly AV if an indoor program.

- Introduce presenter and welcome participants to the garden and provide any assistance needed to presenter.
- Return all items and cleanup site to condition prior to the program.
- Ensure that classes/programs will appeal to a diverse audience base.
- Coordinate education calendar of programs to take place from early fall of 2023 to late fall of 2024.
- Coordinate with COM and MUG marketing volunteers to promote the programs via social media posts. Investigate other outlets such as the AZ Republic Calendar, MUG info board signage, etc. Provide marketing staff with details about event and photos/images if possible.
- Coordinate with Mater Gardener and/or other MUG volunteers to assist with setup, assistance during the program, and tear down.
- Document community engagement with photos, quotes, etc. and track data collection of number of attendees.

Qualifications and Skills:

- Significant experience with community organizing and community outreach required.
- Demonstrated ability to engage with individuals of many demographics and backgrounds. For example, youth, seniors, diverse populations.
- Excellent planning and organizational skills, including the ability to plan events and organize volunteers.
- Ability to negotiate payment for presenters. Receive invoices from presenters following program and submit to RAIL.
- Ability to manage several task lists at once and adapt to changing conditions (weather, volunteer cancellations).
- A minimum on 3 years of experience in food growing.
- Ability to work outdoors in all weather conditions and lift heavy objects.

General:

- Willingness to work independently and also cooperate as part of a team.
- Excellent written and oral communication skills, including public speaking.
- Regular access to a reliable vehicle to get to the garden for programs or to deliver materials.
- Positive attitude and engaging personality.
- Experience with MS Word, Excel, and Teams, and willingness to learn other computer-based skills.

To Apply:

A fund of \$8,000 is available for this position along with ~\$1,800 for education materials/supplies. Instructor stipend funds are also available. Qualified candidates should submit their resume and a cover letter/proposal (no longer than 1-page) to RAIL CDC by emailing Ryan Winkle at ryan@railcdc.org no later than 5 p.m. on Friday, August 4, 2023. In your email subject line, please write 'MUG Education Coordinator Position.' Questions can also be directed to Ryan.