



**We're Hiring-  
Project Manager for Water Wise Mini Grants**  
Part Time & Seasonal

*The mission of the School Garden Network is to grow healthy students, families, schools and communities through garden-based education.*

The School Garden Network of Sonoma County (SGN) has diligently served school gardens since 2013 by providing direct funding and mentorship to garden and nutrition educators, hosting and facilitating professional development workshops for educators, sharing resources freely, and demonstrating the immense value of garden-based learning to students, schools and local communities.

**PROJECT MANAGER POSITION OVERVIEW:**

The School Garden Network is seeking an energetic, organized and motivated person who has the unique skill set of both a gardener and educator. This Project Manager will train a group of high school students in drip irrigation fundamentals and lead them through installing up to 10 systems in school gardens this spring. Students will receive school credit, and school gardens will receive a free (or very low cost) and efficient system- it's a WIN WIN!

This position requires physical labor and the ability to work a full day outside in the heat, as well as lifting up to 50 pounds. Drip irrigation experience is required, as this position will be responsible for supporting design and installation of drip irrigation systems in school gardens. Great communication skills and administrative computer proficiency are also essential, as is a passion for school gardens and the mission of SGN.

This part-time contract position from late-March to early June 2020.

Learn more information at [schoolgardens.org](http://schoolgardens.org)

**Responsibilities for this position are:**

- Develop a work plan with timelines, educational activities, and program surveys, with support of SGN staff.
- Coordinate outreach efforts to schools/teens and manage all communications regarding the program.

- Design and schedule garden training, including all education materials and supplies.
- Promote the programs and perform site visits to applying schools in order to assess and evaluate the scope of the project and to inform the design.
- Participate on the selection committee for 2020 water wise irrigation grantee schools.
- Provide mentorship and ongoing support to a group of 5-10 teens.
- Lead a group of students in up to 10 school garden irrigation installations this spring.
- Take photos and send regular written updates to SGN Program & Communications staff for board, social media and website.
- Administer surveys for program evaluations and assessments
- Track and report all program activities, including worklogs, hours, expenses, etc.
- Identify and maintain relationships with key community partners.

### **Skills and Strengths:**

- At least two years of experience working with youth.
- At least two years of experience gardening.
- Experience installing and using drip irrigation.
- Great communication and listening skills are essential as is the ability to facilitate a small group!
- Project coordination skills and the ability to delegate tasks effectively.
- Self motivated and energetic person with the ability to stay grounded and compassionate during high stress and labor intensive work.
- Ability to work well with tight timelines, shifting priorities and diverse teams.
- Proven ability to take initiative and solve problems.
- Experience using Microsoft Office Suite and Google Suite
- Integrity, credibility and a commitment to and passion for the mission of the SGN

This position will begin at the end of March 2020.

Application Deadline is March 18th, 2020 at 12 noon.

Questions, Resumes & Cover Letters to Anne Loarie, Program Director.

Email: [anne.loarie@schoolgardens.org](mailto:anne.loarie@schoolgardens.org)