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# IUPUI Sustainability

**Job Title:** IUPUI Urban Garden Associate

**Salary:** Hourly rate $11.00-$13.00

**Hours:** 15-20 hours/week

**Purpose:**

The Urban Garden Associate will have knowledge and experience in the areas of urban organic gardening. The Garden Associates will coordinate production and harvest of produce grown in the two IUPUI Urban Gardens for use by IUPUI Food Services, and PAWS Pantry. The Garden Associates will coordinate volunteer activities and be available to mentor IUPUI students in urban and organic gardening.

The Garden Associates will serve as the gardening liaisons for IUPUI Sustainability and campus partners who receive produce. The Garden Associates will lead new development initiatives, including but not limited to, seeking new sources of funding, developing new partnerships, creating service learning and other educational opportunities with the goal of increasing student and community involvement. This position is a Community Engagement Associate (CEA) funded by the Center of Service and Learning.

**Duties, Functions and Responsibilities include:**

* Garden Management (80%)
  + Management of the two IUPUI campus urban gardens, including planning, planting, maintaining, harvesting, tracking, and scheduling volunteers, as needed.
  + Coordinate, communicate, and participate in all urban gardening and garden food rescue efforts on the IUPUI campus.
  + Regularly meet and coordinate with other Garden Associates and IUPUI Sustainability Staff.
  + Establish reporting criteria and outcomes to support and enhance production tracking
* Outreach and Development (10%)
  + Facilitate and collaborate with IUPUI Sustainability, PAWS Pantry, the IUPUI Center for Young Children, IUPUI Food Services, and other local food initiatives both on campus and in the local community.
  + Incorporate sources of fresh produce into the various on-campus local food initiatives.
  + When appropriate, the Garden Associates will also attend seminars, workshops, networking events, and conferences as a representative of IUPUI Sustainability.
  + Research and seek out new sources of funding for the gardens and food-related initiatives.
  + Assist in the development of new partnerships within the campus and greater Indianapolis community.
  + Develop educational workshops, volunteer and service learning opportunities.
  + Coordinate with the IUPUI Course offered each spring, (even years), BIOL-N 225 - Urban and Suburban Gardening.
* Communications (5%)
  + Attend bi-weekly Office of Sustainability staff meetings and garden meetings
  + Promote campus gardens and engagement opportunities through presentations, verbal and written communications
  + Advertise campus sustainability projects that enhance and highlight greenspace practices and events; Advertise service learning events and recruit volunteers;
  + Manage the IUPUI Urban Gardens social media accounts.
* Assist with other projects as needed (5%)

**Characteristics of a Strong Candidate/Knowledge, Skills and Abilities:** The following are essential for this position: initiative, self-motivation, attention to detail, highly organized, skills/familiarity with urban and organic gardening practices, professionalism, ease with working with many different types of people, volunteer experience, a natural ease in new situations, ability and willingness to work in outdoor conditions. Personal transportation may be necessary. Candidates must be in good academic standing (UG min. 2.75 GPA/Grad min 3.0 GPA)