

URBAN HARVEST, INC.



Division/Department	Development/Events
Job Title	Fruit Tree Sale Coordinator
Reports to	Development Director

Level/Grade	Type of position: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input checked="" type="checkbox"/> Contractor <input type="checkbox"/> Intern	Hours: 40 / week <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt
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ORGANIZATION OVERVIEW

The mission of Urban Harvest is to encourage community, good nutrition and sustainability through the teaching and support of organic gardening.

Urban Harvest is a private nonprofit organization that envisions a healthier city where everyone has access to locally grown, nutritious food harvested from sustainable community gardens and farms. Our work addresses urban hunger, neighborhood revitalization, and better food for everyone. Urban Harvest staff and volunteers address these issues by promoting farmers' markets, providing gardening education for all ages, and supporting and building a network of community and school gardens throughout the greater Houston area. These projects improve food access and promote local food sources while helping people work productively, sustainably, and creatively on the land.

Urban Harvest is led by a 14-member Board of Directors. Work of the organization is conducted through committees, volunteerism, and a hardworking staff of 12. Funding is provided by private foundations, corporations, community organizations, individuals, Houston area school districts, farmers markets, memberships, fruit tree sales and fundraising events.

GENERAL DESCRIPTION

The Fruit Tree Sale Coordinator will support the planning and execution of the Fruit Tree Sale, Urban Harvest's largest outreach event and fundraiser. The position includes project management, logistical and technological support before, during and after the event.

- Communicate with volunteer coordinators that produce the event: Attend monthly coordinator meetings; maintain notes to capture decisions and track action items.
- Assist Volunteer Coordinator in volunteer management tracking communications, maintaining the volunteer database and updating volunteer listings.
- Website updates regarding the event, including pre-sale order site.
- Vendor management including equipment rental and scheduling.
- Coordination for marketing plan by communicating between stakeholders.

Coordinator will provide their supervisor with a weekly update as to tasks completed and hours and will submit monthly invoice.

Coordinator is responsible for their own transportation and mileage.

A schedule of deliverables is included.

Position begins September 2018 and continues through February 2019. Approximate monthly hours expected are as follows:

- September: 5
- October: 12
- November: 28
- December: 28
- January: 56

Pay range: \$18 to \$22, based on experience and qualifications; pay will not exceed \$3,000.

WORK REQUIREMENTS

- Possession of valid Texas Driver's license.
- Project management experience.
- Ability to lift 40 pounds
- Ability to work outdoors in a variety of weather conditions. The event takes place in January and there is a possibility this may include prolonged exposure to rain and/or freezing conditions.
- Excellent communication skills.
- Self-motivated
- Experience with technology is preferred
- Proficiency in Microsoft Office

EDUCATION REQUIREMENTS

- High school degree required.
- College degree ideal.
- Project Management certification ideal, but not required.

REVIEWED BY	<i>Title</i>
APPROVED BY	<i>Title</i>
DATE POSTED	
DATE HIRED	