



Keep Durham Beautiful
Healthy Bee, Healthy Me
Pollinator Garden Program Coordinator

[Keep Durham Beautiful](#) (KDB) is a nonprofit, volunteer organization that works to encourage residents, businesses, and community organizations to protect the environment and enhance the appearance of Durham through cleanup events, beautification projects, waste reduction, and educational activities.

We are currently seeking applicants for a part-time program coordinator to help with our Healthy Bee, Healthy Me (HBHM) Pollinator Garden Program. The HBHM program coordinator is a temporary, grant-funded independent contractor position which will run from November 2016-July 2017.

About the Healthy Bee, Healthy Me Pollinator Garden Program:

The [Healthy Bee, Healthy Me](#) Pollinator Garden Program promotes pollinator habitat throughout Durham County. The program, brought to you by [Keep Durham Beautiful](#) in partnership with [Durham County Cooperative Extension](#), works to establish educational pollinator gardens in proximity to pre-existing community gardens to ensure the sustainability of nectar and pollen sources for our honey bees, native bees, butterflies and other pollinators throughout the year, and to increase the yield of the food crops grown within the community gardens. The program is made possible in part with grants from [The Burt's Bees Greater Good Foundation](#) and [Triangle Community Foundation](#)'s Support for Places: Environmental Conservation Public Benefit Program.

Contract Position Description

The Healthy Bee, Healthy Me (HBHM) Program Coordinator will work with our Sustainability Specialist to manage our Healthy Bee, Healthy Me Pollinator Garden Program. The position is expected to average 10-15 hours/week over an 8-month period from November 2016-July 2017. The hours are flexible; some weekend and evenings will be required. The position is part time, temporary independent contractor position.

Duties & Responsibilities:

- Communicate with participating garden groups about trainings, garden maintenance, program requirements and benefits
- Provide logistical support during program application period and communicate with applicants leading up to and following the application period
- Manage donation agreements
- Develop project documents and marketing materials as needed
- Track and report on key program metrics for program evaluation and grant reporting
- Work with the HBHM committee on planning the Pollinator Garden Tour which will take place during National Pollinator Week in June 2017

- Manage event logistics for the Pollinator Garden Tour including but not limited to marketing and publicity, ticket sales, coordinating volunteers, and booking vendors and exhibitors for the tour
- Develop pollinator curriculum to accompany HBHM program for all ages (pre-K through adult)
- Lead pollinator presentations and workshops for all ages

Requirements:

- A BA/BS degree in natural/environmental sciences, nonprofit management, environmental education or related field
- At least two years of experience working in a professional capacity
- Excellent written and oral communication skills
- Detail oriented and self-motivated
- Strong project management and organizational skills required
- Marketing and outreach experience
- Previous grants management experience preferred
- Event planning experience preferred
- Environmental Education experience preferred
- Hands-on horticultural experience and knowledge a plus, but not required
- Passionate about pollinators, environmental conservation or gardening a must

Compensation: \$15-20/hour based on experience; terms for this independent contractor position will be defined in a contract to include exact responsibilities, duration and hourly rate. The Healthy Bee, Healthy Me Pollinator Garden Program Coordinator will not be considered an employee of KDB. Contractor will submit invoices on an agreed-upon schedule in order to receive compensation for services. Contractor is responsible for paying any income taxes resulting from the income when filing tax return at the end of each calendar year, and is encouraged to consult their tax advisor.

How to Apply

Please email a cover letter, resume, and writing sample to Erin Victor, Sustainability Specialist at erin@keepdurhambeautiful.org (Subject: HBHM Pollinator Garden Project Coordinator). Applications will be reviewed immediately on a rolling basis through the beginning of November; early applications are strongly encouraged. The preferred start date is Monday, November 14, 2016.