



Office of Sustainability

4400 University Drive, MSN: 2B9, Fairfax, Virginia 22030

Phone: 703-993-5301; Email: gogreen@gmu.edu

Position Title: Greenhouse Coordinator

Supervisor: Doni Nolan, Greenhouse and Gardens Program Manager

Classification: Part-time, hourly wage

Pay: \$12-15 per hour

Work Schedule: 15-30 hours per week, year-round, with occasional weekend and evening work required

Location: Fairfax, Virginia with flexibility for 1-2 days per week of remote work

The Greenhouse and Gardens program in George Mason University's Office of Sustainability is **hiring a Greenhouse Coordinator for the hydroponic Presidents Park Greenhouse**. This position will support the operations and maintenance of the Presidents Park Hydroponic Greenhouse.

About the Greenhouse and Gardens program:

The Greenhouse and Gardens program is a non-profit, educational effort that maintains three sustainable food production sites: the [Innovation Food Forest](#), the [Potomac Heights Vegetable Garden](#), and the [Presidents Park Hydroponic Greenhouse](#). Each year, the program hosts thousands of volunteers, dozens of interns, and numerous special events to teach the community about sustainable agriculture. The program is supported by four sustainable agriculture experts and led by Doni Nolan, the Greenhouse and Gardens Program Manager.

The Greenhouse and Gardens program operates an on-site, farm-to-table operation, something exceedingly rare in higher education. The Presidents Park Hydroponic Greenhouse launched in 2014 to provide on-campus, year-round educational opportunities for Mason students to learn about small-scale, sustainable agriculture operations while delivering fresh and local produce to campus dining halls.

This position will ensure the continued successful operation of the Presidents Park Hydroponic Greenhouse by leading the regular volunteer shifts and actively engaging in outreach and research to highlight and improve the program. Through its work, this position will help to further establish the Greenhouse and Gardens program and the university as a national leader in small-scale, sustainable agriculture.

Position Responsibilities:

- **About 70% of the coordinator's time will be spent on-foot, performing the following actions in the Presidents Park Hydroponic Greenhouse:**
 - Teaching and directing volunteers and interns about sustainable agriculture while ensuring the completion of daily tasks
 - Planning crops, sowing seeds, transplanting seedlings and harvesting produce
 - Ensuring proper sanitation and adherence to established safety protocols
 - Managing worm bin compost operations, managing inventory, etc.

- **About 20% of the coordinator's work time will be spent conducting outreach and research, such as:**
 - Solutions-oriented research for efficient crop production
 - Corresponding with volunteers and interested participants
 - Maintaining the work schedule for the greenhouse and updating the [Sustainable Sign Ups Volunteer Portal](#)
 - Coordinating with the Education and Outreach team for general promotion, and assisting with events, like tabling at farmers' markets
- **About 10% of the coordinator's work time must be spent virtually:**
 - Meeting with Doni and the team for a weekly meeting to discuss scheduling, weekly tasks, overall program performance, and updates
 - In addition, this position will meet with Doni for one-on-one meetings as needed
- **On an occasional basis**, this position will serve as additional staff support for the Innovation Food Forest and the Potomac Heights Vegetable Garden where they will engage in:
 - Teaching and supervising volunteers, pulling weeds, pruning and completing additional site maintenance, as needed

Other reasonable tasks may be assigned in support of the position's responsibilities as the greenhouse's operations evolve.

Qualifications:

Requirements:

- Prior experience in sustainable agriculture or food production
- Strong verbal and written communication skills
- Strong organizational skills, particularly prior experience with inventory management
- Prior experience coordinating, leading, and training volunteers
- Ability to lift ~50 lbs.

Preferred:

- Prior experience volunteering or interning at the Presidents Park Hydroponic Greenhouse
- Prior experience conducting research about sustainable agriculture
- Prior experience with hydroponic food production
- Prior experience working remotely
- Prior experience using Microsoft Office Suite, particularly Microsoft Teams and Microsoft Outlook

Anticipated Start Date:

The anticipated start date for this position is August 23, 2021.

Application Requirements:

To apply, please email your resume, cover letter, and regular weekly availability to the manager, Doni Nolan, at dnolan6@gmu.edu by August 4, 2021. Please include

“Greenhouse and Gardens Coordinator [- Your Name]” in the subject line and carbon copy the gogreen@gmu.edu email address.

Please include your regular weekly availability and preferred times to meet for a 30-to-60-minute interview from August 4 to 18. Applications that do not follow our requirements may be disqualified as we're searching for organized and detail-oriented candidates.

References are not required at this stage in the application process. However, references will be requested and checked for all finalist candidates. We will inform finalist candidates of our plans to contact references before we do so.

Application Deadline:

The priority deadline for application materials is August 4, 2021. Applications will be reviewed on a rolling basis until a qualified candidate is hired.

About the Office of Sustainability:

The Office of Sustainability uses the strengths of George Mason University – innovation, responsiveness, flexibility, and community strength – to provide leadership in environmental, social, and economic stewardship on Mason's campuses and throughout the local and global communities the institution is part of. The office provides expert guidance and engages in project-focused work advancing Mason towards its commitment to achieve carbon neutrality while actively engaging students and the community in experiential, hands-on learning opportunities through programs like the Patriot Green Fund and the Greenhouse and Gardens. <https://green.gmu.edu/>

About George Mason University:

George Mason University is Virginia's largest public research university. Located near Washington, D.C., Mason enrolls 39,000 students from 130 countries and all 50 states. Mason has grown rapidly over the past half-century and is recognized for its innovation and entrepreneurship, remarkable diversity, and commitment to accessibility. <https://www2.gmu.edu/>