



## Office of Sustainability

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

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**Position Title:** Greenhouse and Gardens Sales 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 some 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 Sales Coordinator for the newly announced social entrepreneurship initiative**. This position will support the launch, maintenance, and expansion of the Greenhouse and Gardens social entrepreneurship initiative.

### **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 operates an on-site, farm-to-table operation, something exceedingly rare in higher education. The social entrepreneurship initiative is a new venture focused on providing unique educational opportunities for Mason students to learn about small-scale, sustainable agriculture operations while leveraging business as a force for good.

This position will lead the new social entrepreneurship initiative to help 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 work time will be spent on-foot, performing the following actions:**
  - Completing harvests of produce and other goods in coordination with volunteers, interns, and fellow staff members
    - Either early in the morning (7 a.m. to 11 a.m.) for sales the same day, or in mid-to-late evening (4 p.m. to 8 p.m.) for sales on the following day
  - Coordinating the packaging, record-keeping, labeling, storing, and preparation of all harvest produce and other goods for sale
    - Items will be sold in-person at local farmers' markets, on Mason's campus sites, at local stores, and online via the Mason Marketplace storefront
  - Transporting goods to on and off campus locations, typically within a 30-minute drive of the Fairfax Campus
  - Coordinating with customers for in-person pick-ups and/or delivery of orders placed via the online Mason Marketplace storefront

- **About 20% of the coordinator's work time will be spent virtually conducting outreach and research, such as:**
  - Solutions-oriented research and planning for optimal growing schedules that maximize sales and market opportunities. This also entails:
    - Maintaining, organizing and reviewing accurate, up-to-date records of production and sales
    - Assisting with budget and revenue forecasting
    - Researching current and projected sales opportunities, both locally and regionally, to ensure the program is pursuing the most economically impactful opportunities
  - Corresponding with volunteers, interns and interested participants to support the social entrepreneurship initiative
  - Coordinating with the Office of Sustainability's Education and Outreach team for communications support and assisting with events, like Earth Day
- **About 10% of the coordinator's work time must be spent virtually:**
  - Meeting with Doni and the team for weekly meetings 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

*Other reasonable tasks may be assigned in support of the position's responsibilities as the social entrepreneurship initiative evolves.*

**Qualifications:**

**Requirements:**

- Prior experience in agricultural sales or entrepreneurship, customer service, and/or communications
- Strong verbal and written communication skills
- Prior experience coordinating, leading, and training volunteers
- Reliable access to a vehicle for transportation of for-sale items (with space for a table, chair, plants, cooler, boxes, tent, etc.)
- Ability to lift ~50 pounds
- Prior experience using Microsoft Office Suite, particularly Microsoft Teams, or Google Workspace products, such as Excel or Sheets, or other programs for data management and analysis

**Preferred:**

- Prior experience using a customer relationship management platform, like Salesforce
- Prior experience volunteering or interning with the Greenhouse and Gardens program
- Prior experience working remotely

**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](mailto:dnolan6@gmu.edu) by August 4, 2021. Please include "Greenhouse and Gardens Sales Coordinator [- Your Name]" in the subject line and carbon copy the [gogreen@gmu.edu](mailto:gogreen@gmu.edu) email address.

Please include your regular weekly availability and preferred times to meet for a 30-to-60-minute interview during 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/>