



Operations Coordinator

Open January 2025

Grow It Green Morristown is actively searching for an individual to assist with our daily operations. This role in our organization will support the impact and achievement of our mission while becoming part of a passionate team creating local solutions through agriculture, education and food access. We operate a four-season farm, one-acre community garden, farmers' markets, greenhouse, and various outreach activities to engage, educate and empower the community. The farm is an important site for outdoor educational programs and community gathering in collaboration with local organizations and schools. The Community Garden is located in downtown Morristown and is a model for sustainability and preservation of green space in a densely populated space. The Winter Market runs from December to April and supports over 50 vendors serving hundreds of customers weekly.

The Operations Coordinator position will require self-confidence and a professional attitude, as well as being able to interact with a variety of diverse groups.

Schedule: 20 hours/week, M-F. Most work is in the office in Morristown, NJ, off the Green. Hybrid work scenario possible with mix of in-office and remote work. Minimal weekend and evening work for events.

The part-time Operations Coordinator will assist with day-to-day activities that enable programming and nonprofit office functions to run smoothly. This role requires exceptional organization and time management skills, as well as strong communication and technical skills with great attention to detail.

Sample Duties:

Coordinate volunteer activities (corporate and community)

Assist with program and vendor registrations

Create and distribute email newsletter

Help create and order marketing materials

Handle general email account, mail and phone calls

Manage operations and logistics for programs and community events

Work with Development Mgr. on fundraising events, appeals and acknowledgments

Participate in weekly staff meetings

Assist with setups for tabling at local events

Complete and monitor purchases/orders and keep office stocked

Collect and organize data including maintaining spreadsheets to assist with impact reporting, ie for grants

This list is not inclusive of all duties which may vary as needed to meet the needs of the organization within the 20 hours/ week.

Requirements:

Full knowledge of Google Suite/Workspace, Excel

Developed interpersonal and writing communication skills

Fast learner

Dependable

Adaptable to changing priorities

Ability to keep deadlines

Independent self-starter able to manage own time

Excellent organization skills

Minimum high school degree

CRM database, WIX, Canva and Mailchimp experience helpful

Eager to learn and apply skills to GIGM programs (i.e. Mailchimp, Canva, LGL, Signup genius)

Position is hourly, paid every 2 weeks. \$20/ hour. A 21-week CSA of produce is included from the farm June - October. Organization closes for winter break Dec. 25-Jan. 1. Paid sick leave of 1 hour for every 30 hours of work completed up to a maximum of 40 hours in a 12-month calendar year may be used after the initial 120 days of employment. Grow It Green does not currently offer insurance or retirement benefits. Position is open until filled.

Please email jobs@growitgreenmorristown.org with resume/CV and cover letter with subject **Operations Coordinator**.