IU Garden Corps, Outreach and Communication Manager
February-May 2016

Indiana University Office of Sustainability and Hilltop Gardens seeks an enthusiastic and creative individual to serve as the Outreach and Communication Manager for the IU Campus Garden during the 2016 spring semester. The Outreach and Communication Manager will be part of a dedicated team of volunteers, known as Garden Corps, who help foster environmental and social sustainability by creating interactive, edible gardening spaces on the IU-Bloomington campus. The Outreach and Communication Manager’s primary role is to promote the work of the campus garden including all related programs and events as well as attract new volunteers and partnerships.

Duties and Responsibilities:
- Communicate with the Campus Garden Manager regarding upcoming workdays, programs, events, guest speakers
- Create visually appealing and effective promotional materials
- Develop a communications strategy across multiple platforms, including print, electronic media, and social media. Other mediums may include, press releases, success stories, beneficiary testimonials, photography, videos, blog
- Develop educational signage for the campus garden
- Manage the campus garden Facebook page
- Attend weekly garden workdays and/or Garden Corps meetings
- Attend bi-weekly meetings with your faculty or staff mentor
- Attend bi-weekly meetings with the IU Office of Sustainability Associate Director and Hilltop Gardens Coordinator

In addition to promotional duties, the Outreach and Communication Manager may also work closely with the Campus Garden Manager and Hilltop Gardens Coordinator on other gardening-related tasks such as garden bed preparation, seed starting, transplanting, watering, and pest management. The Outreach and Communication Manager may also support other Garden Corps members as needed.

This position requires strong communication skills, ability to work independently, self-motivated, attention to detail, interest in food production and sustainability.

This position would require 8-10 hours of service per week. Although this position is unpaid, students may receive internship credit towards their degree requirements as well as gain important resume-building and networking experience. The opportunity to continue this position through the summer and fall semester may be available.

To apply, please send a resume, cover letter and one reference to:

Lea Woodard, Coordinator
Hilltop Garden & Nature Center
2367 E. 10th St.
Bloomington, IN 47408
812-855-8808
hilltop@indiana.edu

Applications due by: Tuesday, January 19th