



Promoting and supporting educational gardens for youth

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Outreach and Events Coordinator Job Description

Organization: Maine School Garden Network (MSGN)

Reports to: Administrative Secretary and Board of Directors

Position Summary

The **Outreach and Events Coordinator** is a part-time contracted position who serves as the primary ambassador for the Maine School Garden Network, increasing statewide awareness of the organization's mission through outreach, event coordination, relationship building, and public engagement as well as select administrative duties.

This position is responsible for coordinating and supporting the organization's signature programs and events. The position also represents the organization at selected conferences, fairs, workshops, and community events while working closely with the Development Manager to support organizational visibility, communications, and strategic outreach efforts.

The Coordinator works collaboratively with the Development Manager, Board of Directors, educators, volunteers, partners and others to strengthen connections and expand participation in school garden initiatives throughout Maine.

Key Responsibilities

1. Program and Events Coordination—Coordinate and support the planning, promotion, and implementation of organizational events and initiatives, including:
 - Maine School Garden Day
 - School Summer Garden Tours
 - School Garden Grown
 - Annual Meeting
 - Additional workshops, trainings, and community engagement opportunities as needed

Event Responsibilities include:

Event logistics and scheduling including:

- Work with committee members to schedule meetings, design events and programs
- Communication with presenters, hosts, volunteers, and participants
- Design event promotional materials and coordinate publicity
- Registration and participant communication
- Coordination of materials, supplies, and event setup with volunteers
- On-site event support and facilitation
- Post-event follow-up, evaluation, and documentation
- Other duties as needed to support events and programs.

2. Relationship Building

- Develop and maintain positive relationships with school garden coordinators, schools, educators, nonprofits, businesses, and community organizations
- Support collaboration with statewide partners that align with the organization's mission
- Assist schools and educators in connecting with Maine School Garden Network resources and opportunities
- Participate in selected outreach efforts

3. Communication & Visibility

- Collaborate with the Development Manager in sharing the organization's story through outreach materials, newsletters, social media content, and event communications
- Participate in opportunities for selected organization tabling.
- Take photos, collect stories, and highlights from programs and events.
- Support consistent organizational messaging and branding across outreach activities

Preferred Qualifications

- Strong interpersonal, organizational, and communication and record keeping skills
- Ability to work independently while managing multiple projects and deadlines
- Experience coordinating events and programs, outreach, nonprofit work, and education preferred.
- Interest in school gardens, environmental education, food systems, agriculture, or youth programming
- Comfortable speaking with diverse audiences and representing the organization publicly
- Willingness to travel throughout Maine and work occasional evenings and weekends

Contract Terms and Compensation

This is a part-time contracted position with anticipated initial compensation ranging from \$1,500–\$1,800 per month, depending on experience, scope of work, and organizational needs. The organization is not responsible for benefits or tax requirements. This is a hybrid position. Applicant must supply their own technology including phone.

The position requires flexibility in scheduling, including occasional evenings and weekends associated with events and outreach activities. Travel throughout Maine may be required (mileage is reimbursed at the rate of \$0.625 per mile).

The contracted individual will be expected to submit a monthly summary of hours and mileage with their invoice to the Treasurer. They will also be expected to attend bi-monthly virtual Board meetings and submit an activities report one week prior to the meeting as well as attend virtual Staff meetings occur biweekly.

Compensation structure, deliverables, and contract expectations will be reviewed annually by the organization.

Deadline to apply: August 30th, 2026

Please submit a cover letter, resume and three professional references with emails and phone numbers to info@msgn.org. In your cover letter please include any conditions or restrictions you may have.