**PROGRAM MANAGER FROGTOWN GREEN: 2021**

**Internship or Seasonal Contract**

Time frame: May 2021 - September 2021, exact dates tbd

Pay rate and hours: $17 per hour. Hours: variable, averaging 10 hours per week for 20 weeks

Total maximum: 200 paid hours, $3,400

**Position summary**

Frogtown Green is a resident-led initiative to build environmental sustainability and health in St Paul’s most diverse and vibrant neighborhood. The Frogtown Green program manager oversees a variety of volunteer-driven programs and activities. Duties include recruiting recipients for a neighborhood tree planting program; helping to develop a large community greenspace and outdoor sustainability education center; and assisting with a large seasonal festival. Negotiable hours vary from 5-15 per week, with more hours in June, July and August. *Please note that project duties may change, depending on covid-19-related social distancing restrictions and recommendations.*

**Program manager responsibilities**

* *Tree planting program*: Manage trees growing in outdoor hydroponic gravel beds. Support volunteer committee to recruit Frogtown resident tree recipients, focusing on owners of rental property. Oversee tree planting day and coordinate volunteers. Coordinate with outgoing AmeriCorps volunteer.
* *The Lily Pad site:* Assist with development of sustainability resources at community garden/ gathering space. Build and maintain garden furniture and rainwater harvesting structures and assist with installation of a raingarden.
* *Sustainability Circus:* Support planning and implementation of one-day sustainability education festival at the Lily Pad in September, 2021
* *Miscellaneous:* Meet with Frogtown Green director and staff of collaborating organizations, keep records, other duties as negotiated, depending on circumstances.

**Program manager preferred qualifications**

* Background, training or experience in environmental studies, horticulture, urban studies or related
* Previous experience with interactive, outreach and education to diverse audiences of all ages
* Excellent oral and written communication skills, as demonstrated by writing sample
* Reliability and follow-through, as attested by at least two professional and/or academic references

**Compensation**

This is a contract-based, hourly position that pays a maximum of $3,400. There are no health or insurance benefits; these are the responsibility of the contractor. Work is outdoors, seasonal, not office-based. The work would be very suitable for a 5-month internship; internship management can be arranged with the applicant’s program.

**For more information**

For more information about Frogtown Green, please visit our website, www.frogtowngreen.com

Questions about the position? Please email Frogtown Green director, Patricia Ohmans MPH, patricia.ohmans@gmail.com.

**To apply**

Please submit a cover letter, resume, a non-academic writing sample and contact information for two references **by March 15, 2020**. These may be submitted by email, to patricia.ohmans@gmail.com, or by postal mail to Frogtown Green, 843 Van Buren Avenue, St Paul, MN 55104.