



3747 Cedar Ave S
Minneapolis, MN 55407
651-699-2426
metroblooms.org

Job Title: Landscape Design Assistant
Reports To: Environmental Education Program Manager
Status: Casual, nonexempt; 5-10 hours/week March - June
Rate: \$20-25 per hour, depending on qualifications
Applications: February 15th, until filled
Start Date: March 1, 2023, or as soon as possible.

Who We Are: Metro Blooms is a nonprofit that partners with communities to create resilient landscapes and foster clean watersheds, embracing the values of equity and inclusion to solve environmental challenges. We believe that collaboration with our communities is the most impactful way to heal our earth and we strive to center relationships in all that we do. Most of our work happens in the Twin Cities metro, but we partner with organizations across Minnesota to create healthier outdoor spaces for people, water, and pollinators. Our Blue Thumb - Planting for Clean Water education programming includes workshops, trainings, Lawns to Legumes, and partnership with public and private entities across the state.

Position Summary: Landscape Design Assistant's (LDA) work an average of 5-10 hours per week providing online and onsite advice and design recommendations to participants in Blue Thumb DIY education workshops and assistance programs, with a focus on stormwater management and resilient landscape practices (raingardens, native plantings, runoff conveyance, trees, etc). LDAs work with a team of Landscape Architects and other experts in the field who offer landscape design and native plant advice for beginning gardeners from February through June. LDAs may also attend 1-2 community events/in-person workshops to meet with interested residents and discuss resilient yard strategies.

Other than preplanned events, work schedule is casual and flexible, with remote work option.

Duties & Responsibilities

Educational Workshops

1. Attend train the trainer session for workshops, review and stay updated on Blue Thumb online learning series.
2. Provide landscape advice to workshop and education event attendees as needed March through June. Workshops are generally scheduled on weekday (Thursday) evenings, and online forums are responded to within 24 hours. 1-2 in person events may be on weekends.

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- a. LDAs provide advice and assistance to workshop participants. Each LDA will be assigned a group of participants. The LDA facilitates discussion among the group (i.e. leading introductions and explaining the workshop process) and provides approximately 20 minutes of direct design assistance to each household.
- b. LDAs facilitate the work of volunteer Master Gardeners and Minnesota Water Stewards at workshops. Each workshop group is generally assigned a Master Gardener. The LD ensures that each household receives approximately 20 minutes of assistance from the Master Gardener. The LDA ensures that the workshop fully utilizes the knowledge and experience of master gardeners with plant selection (i.e. the LD will generally focus on advising attendees on issues of sizing, siting, surveying and other technical aspects of resilient yard design while deferring to Master Gardeners on questions of plant selection). The LDA ensures that Master Gardeners are thanked for their assistance.
- c. If registration is low for any workshop, LDA shifts may be cancelled 24 hours in advance. Metro Blooms will endeavor to make sure shift assignments and shift cancellations are equitably distributed among LDs.

Additional Responsibilities

Additional special assignments, as requested. From time to time LDAs may be asked to perform special assignments that may include but are not limited to the following activities:

1. Presenting an educational module to a small group.
2. Assisting with administration, technical assistance, set up and coordination of workshops.
3. Oversight of volunteers at raingarden plantings, including assisting with educating volunteers and in laying out plants according to design.
4. Other special assignments, as requested.

Expectations:

1. Arrive on time in a professional manner to scheduled workshops and meetings.
2. Maintain positive professional relationships with staff, volunteers, other Landscape Designers and Assistants, partners, and workshop participants.
3. If you are unable to make it to a workshop or event, it is your responsibility to try to find a replacement among the other LDAs and to notify your supervisor of the switch prior to the workshop date.
4. We have a 'no tolerance' policy in regard to 'no shows' for any workshop. If you are scheduled and you do not show up and have not found a replacement or notified the education manager, you may be taken off the schedule for the rest of the season.
5. Conflicts of interest will arise when you are asked to provide assistance in conducting an onsite consultation, preparing a raingarden design, or installing a project with an offer to pay you directly for this service. If such a request occurs, you are expected to notify your supervisor who will follow-up on the request. Accepting pay directly for these services will result in termination of our contractual agreement.

Qualifications:

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1. **Education and/or Experience.** Post-Secondary Degree or pursuing degree in Landscape Design field and/or 1 to 2 years of professional experience in landscape design, planning, installation, and/or maintenance.
2. **Skills, Knowledge, Abilities.** Knowledge and/or interest in design, installation, and maintenance of stormwater best management practices and the use of native plants in the urban landscape. Ability to develop and maintain excellent relationships with all stakeholders, including all education program participants, community organizations, local government agency staff and volunteers. Proficiency in AutoCAD and Microsoft Office. Experience in, knowledge of and a passion for environmental stewardship.
3. **Ability to Drive an Automobile.** Possess a valid driver's license and clean driving record.

To apply, please send resume and 1 reference to alayna@metroblooms.org and becky@metroblooms.org

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