



Notice of Open Position

Title: Garden Assistant (Seasonal)
Location: Duke Farms, Hillsborough, NJ
Reports to: Garden Coordinator
Status: Seasonal - Part Time – Non-Exempt

Duke Farms serves as a leader in environmental stewardship and sustainability while inspiring visitors to become informed stewards of the land. It is a place of education, enjoyment and research that enhances the environmental health of the region.

JOB SUMMARY

The Garden Assistant will support programs and projects associated with the Duke Farms' Community Garden and serving as a liaison between gardeners and the Garden Coordinator. The individual in this role will support the Garden Coordinator through management of volunteers and implementation and maintenance of demonstration gardens.

This position will be up to 20 hours per week between March 1 and October 30. Hours may vary based on the garden season.

ESSENTIAL JOB FUNCTIONS

The Garden Assistant will work in collaboration with the Garden Coordinator on the following tasks:

- Management of vacated plots during the growing season (1hr per week);
- Management the physical grounds of the Community Garden, including the Education Plot (3hr per week);
- Maintaining demonstration gardens including sunflowers, containers garden, mushroom garden, blueberries and others (2hr per week);
- Developing and record keeping of volunteer opportunities for community gardeners (2hr per week);
- Collaborating and supporting giving garden coordinators, donation team and garden docents (1.5hr per week);
- Communicating with gardeners through informational kiosk, garden blog, Facebook page, etc. (0.5hr per week);
- Administrative tasks, as needed;
- Other related work, as required.

QUALIFICATIONS

- Experience in organic gardening;
- Leadership or Education experience preferred;
- Self-driven, with strong attention to detail and ability to work as a team member with minimal supervision;
- Strong verbal and written communicational skills;
- Computer and Internet skills with experience in Microsoft and various social media;
- Ability to perform physically demanding work;
- Willing to work outdoors under various weather conditions and with a variable schedule;
- Valid Driver’s License.

HOW TO APPLY

Send resume with cover letter to hr@ddcf.org. Include your last name followed by “Garden Assistant” in the subject line. Applications will be accepted until February 29th, or position is filled.

No phone calls or in-person applications, please.

The Doris Duke Charitable Foundation is an equal opportunity employer, committed to inclusive hiring, and dedicated to diversity in its work and on its staff. We strongly encourage candidates of all identities, experiences, orientations and communities to apply.