

# Cornell Cooperative Extension Tompkins County

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## Position Announcement (February 26, 2019)

### Title: Horticulture Program Assistant

Cornell Cooperative Extension Tompkins County (CCE-Tompkins) is looking for an enthusiastic and innovative garden educator to implement the work plan of the horticulture program

**Duties include:** Delivery of educational programs in the field of home and community horticulture, addressing topics such as: ecological gardening, food gardening, ornamentals, managing pests and invasive species, climate smart gardening, and other garden and homestead related topics. This person helps arrange and deliver public workshops and garden tours focused on educating the public and volunteers about suitable plants and sustainable gardening practices. They will work closely with the supervisor to engage volunteers, including Master Gardeners and Seed to Supper volunteers, in program delivery and community service projects. Also, this person interacts with CCETC nutrition and youth educators, Cornell Horticulture staff, and community organizations/groups interested in ornamental and food gardening to collaborate on program outreach. This person provides support for answering gardening questions, identifying plants and pests, and processing soil samples, contributes content for the Garden Post newsletter and the CCETC Horticulture Program website, and uses a variety of outreach methods for delivery of current garden information.

This position is with [Cornell Cooperative Extension of Tompkins County](#), which serves our community's diverse needs through responsive programs run by committed staff. With about 80 employees and over a thousand volunteers, Cornell Cooperative Extension of Tompkins County strengthens youth, adults, families and communities through learning partnerships that put knowledge to work. Our office offers a friendly work environment that welcomes all forms of diversity, and places a value on work-life balance. It is an employer and educator recognized for valuing AA/EEO, Protected Veterans, and Individuals with Disabilities and provides equal program and employment opportunities.

### Qualifications:

- Associates Degree; Bachelor's Degree preferred.
- 2 years' transferrable program/functional experience
- At least one-year food and landscape gardening experience.
- Coursework in education, horticulture, plant science, soils, or landscape design or related subjects.
- Demonstrated ability to engage and motivate volunteers.
- High level of organizational skills.
- Ability to communicate effectively using a variety of mediums (including Power Point, Excel, and small graphic design projects)
- Ability to perform or direct hands-on garden work.
- Ability and willingness to drive CCE vans, with training and accommodations as needed.
- Ability to meet travel requirements associated with this position.
- Ability to meet acceptable background check standards.
- Ability to work flexible hours which may include evenings and/or weekends, as appropriate.
- Knowledge of annual, perennial and woody ornamentals and their use in the landscape, preferred.
- Experience growing vegetables and fruits and with home food preservation also desired.

**Minimum Salary: \$16-\$18/hour depending on education and experience.**

**Helping you put knowledge to work.**

*Cornell Cooperative Extension is an equal opportunity, affirmative action educator and employer.*

**Hours/Benefits:** Position is part-time (20 hours/week) and includes full benefit package including health and dental insurance, retirement, life insurance and more. Ideal start date is on or before May 1<sup>st</sup> (April 15<sup>th</sup> ideal).

**Inquiries:** Questions in advance of application should be directed to Jennie Cramer, Horticulture Program Manager, 607-272-2292 or email [jrc10@cornell.edu](mailto:jrc10@cornell.edu).

**Application:** Individuals interested in this position should apply on-line. A link to the full position description and application process is available at: [ccetompkins.org/jobs](http://ccetompkins.org/jobs). The posting will remain open until we have a suitable pool of candidates. Resume review will begin on Wednesday, March 20<sup>th</sup>.

**Individuals who bring a diverse perspective and are supportive  
of diversity are strongly encouraged to apply.**

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All Cornell Cooperative Extension positions are contingent upon adequate performance and availability of funds.