

MASTER GARDENER (MG) COORDINATOR (position #123404)

50% half-time (20 hrs/wk) faculty position, renewable annually. University of Maryland Extension – St. Mary’s County in Leonardtown office. Coordinator performs a variety of duties to support educational activities related to gardening and horticulture for the St. Mary’s Master Gardener Program. Coordinate volunteers, maintain member enrollment files, arrange for training programs, assist MGs in producing newsletters and outreach materials, provide some marketing and public relations support to UME office, present information in public meetings and keep up with current research and information on gardening. Position requires standard office skills – computer, Internet, email, etc.

Qualifications: Bachelor’s Degree, M.S. Degree preferred. Experience working with volunteers. Must be able to pass a criminal background check. Valid MD driver’s license and personal car for work. Must apply at: <https://ejobs.umd.edu> Best Consideration Date: September 6, 2019. EEO/AA