



The Ruth Mott Foundation based in Flint, Michigan, is a non-profit philanthropic organization offering grants and programs that serve the Greater Flint community. The Foundation operates Applewood: The Charles Stewart Mott Estate, to demonstrate and support its mission.

Job Posting: Education & Events Assistant (Part Time)

Job Purpose: To assist the Education & Events Coordinator with a wide variety of administrative and program support services.

Primary Duties:

- Assists in development, preparation, implementation and evaluation of programs that support and demonstrate the mission, vision and values of the foundation.
- Assists in training, orientation and communication with volunteers.
- Provides administrative support for including bookkeeping and collecting and reporting on statistical data.
- Manages program and event food-related activities consistent with standards of the Michigan Department of Health and with Applewood's gracious hospitality standards. Refreshments will use Applewood and locally-grown/raised products to the extent possible, promote biodegradable serving ware, and reflect portion control and allergen/dietary issues sensitivity.
- Creates relationships with Flint businesses, community organizations and residents.
- Manages project-specific groups of volunteers both on- and off-site.
- Assists with off-hour programming and outreach efforts.
- Maintains detailed cost and inventory records to support stewardship of foundation resources.
- Ensures that Applewood produce is processed for future public use or donated to local organizations.
- Assists with on-site convenings.
- Completes other duties as assigned.

Qualifications:

- Minimum of one to two years of education or events related experience required, knowledge of horticulture preferred.
- Michigan food safety certification required.
- High level of organizational, records management and time management skills.
- Excellent customer service, relational and communication skills.
- Ability to work flexible hours.
- Proficiency with Microsoft Office Suite, email and web communications.
- High standards for accuracy and attention to detail.
- Valid driver's license.

Ruth Mott Foundation recruits team members that are as economically, culturally and ethnically diverse as the community we serve. We are committed to diversity and inclusion in all its forms, including but not limited to race, color, religion, sex, national origin, age, disability, height, weight, marital status, sexual orientation, protected genetic information, veteran status, or any other characteristic protected by law.

To Apply: Email resume and cover letter to Resumes@ruthmott.org

Resumes will be accepted until the position is filled.