

Job Description

Heirloom Seed Project Manager

Landis Valley Village and Farm Museum

Landis Valley Associates

The Heirloom Seed Project Manager is a permanent part-time position of the Landis Valley Associates (LVA) responsible for directing the Heirloom Seed Project and for assisting the Farm and Garden Manager in the Historic Farm Program at the Landis Valley Village and Farm Museum. The Heirloom Seed Project Manager reports directly to the Farm and Garden Manager.

The work schedule varies during each two-week pay period, Monday through Friday. Some occasional weekend and/or evening work time is required.

Principal Duties and Responsibilities

Administrative Duties

- Coordinates ordering, purchasing, and procurement of supplies and equipment to support the Farm and Garden program through approved procedures.
- Processes financial transactions for the Farm and Garden Department including bills, receipts, orders, and sales.
- Maintains the computer data base and manages department files.
- Provides timely responses to department correspondence.
- Keeps applicable licenses and memberships up to date.

Operations

- Manages seed sales through the online catalog, seed listing flyer, and the museum store. Reviews selection of seeds offered each year with goal to increase sales.
- Edits annual Seed Listing flyer for printing and posting on the website. Organizes brochure mailing.
- Manages seed inventory, seed packaging, processes seed orders.
- Supervises packing and shipment of orders.
- Works together with Museum Store Manager to keep the Museum Store stocked with a wide variety of seeds to maximize sales.
- Coordinates HSP and Farm Program involvement with special events – Herb & Garden Faire, Harvest Days, Holiday Wreaths, Workshops, and other special events.
- Reviews selection of vegetables and flowers for Herb & Garden Faire, ensuring variety and plants of interest to increase sales.
- Plans hoop house plant production schedule in coordination with Farm and Garden Manager to use space efficiently and maximize number of plants grown for Herb & Garden Faire.

- Plans and maintains gardens in coordination with Farm and Garden Manager and with the help of volunteers to keep heirloom vegetables in cultivation so that none become extinct and to ensure the purity of open-pollinated varieties.
- Presents or helps to host seminars to give Heirloom Seed Project more depth and authenticity. Promotes HSP in the wider community through presentations to interested groups.

Volunteers

- Organizes weekly tasks of volunteers to ensure that the work of HSP is carried out efficiently.
- Ensures that gardens on site are well-maintained.
- Supervises volunteers in the process of harvesting and saving seed.
- Creates a pleasant working environment for volunteers and ensures safe working conditions.
- Recruits and coordinates orientation and training of new volunteers.
- Plans annual Christmas Brunch (Volunteer Appreciation event).

General

- Provides a friendly, courteous, and willing work attitude with the public and other employees.
- Performs other duties as assigned.

Essential Functions

- Ability to lift 40 pounds.
- Ability to negotiate the site grounds.
- Possesses a valid driver's license.
- Ability to communicate with staff and the public.

Qualifications

- Ability to plan, execute, and manage a work plan, budget, and staffing of a work group
- Ability to communicate orally and in writing.
- Ability to vet applicants, schedule, and supervise a volunteer work group
- Knowledge of horticultural practices, heirloom plants/seeds, and the harvesting of plants for seeds
- Knowledge of basic computer skills – email and Microsoft Office Suite