



The Ruth Mott Foundation is accepting applications for a full time Education & Events Assistant within the Collections & Education Department located at Applewood Estate in Flint, Michigan. Once home to Charles Stewart Mott and his family, Applewood Estate dates back to 1916. The estate is now owned and operated by the Ruth Mott Foundation and consists of award-winning gardens, historic buildings, and collections of art, artifacts, archives and photographs.

**Job Posting:** Education & Events Assistant

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

**Essential Duties and Responsibilities:**

- 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.

**Essential Physical and Work Environment Demands:**

Ability to walk up and down stairs; bend, stoop, and lift to move materials; to pull/push, lift and carry up to 55 pounds on a regular basis; and to reach both above and below shoulder height. The nature of the work requires the ability to work in both indoor and outdoor environments in varying temperatures and weather conditions. Must be able to work weekends and some evenings. Ability to sit, stand and walk for long periods of time.

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](mailto:Resumes@ruthmott.org)**