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metrobloomsdb.com

Job Title: Landscape Design Assistant
Reports To: Neighborhood Projects Manager
Status: Casual, nonexempt
Rate: \$22-24 per hour
Hours: Up to 40 hours/week, Part time training in May transitioning to fulltime hours from June-Aug
Benefits: Health Insurance options, paid time off, paid holidays, paid staff development, and paid family medical leave

WHO WE ARE

Metro Blooms is a nonprofit that partners with communities, property owners, organizations and local governments to create resilient landscapes and foster clean watersheds, embracing the values of equity and inclusion to solve environmental challenges. We believe that collaboration with our communities and across our programs is the most impactful way to heal our earth. We manage the Blue Thumb - Planting for Clean Water partnership and own the for-profit Metro Blooms Design+Build, a full-service landscape design and construction company. This position is employed by Metro Blooms Design+Build.

POSITION SUMMARY

Landscape Design Assistants (LDAs) work under direction of a Registered Landscape Architect and Graduate Landscape Architects. LDA's primary responsibility is participation in neighborhood-scale projects that aid local residents in the installation of raingardens and pollinator plantings. This position provides consultation, design and installation experience and provides the LDA with a breadth of hands-on, direct experience in the design and installation process. Our Neighborhood Programs are very active during the summer months. This is a seasonal position. Candidates must provide their own transportation throughout the season.

If able, LDAs are also invited to assist with our educational workshops. These are in-person and virtual workshops that promote the installation of resilient landscaping techniques. Workshops are primarily on weekday evenings in March through June and the time commitment is 2-4 hours per week. Designers lead a breakout "rooms" and assist workshop participants by answering questions related to their landscape challenges. Participation in workshops is not required, but is a great experience for any new designer to become familiar with many different landscape challenges and to get experience meeting with clients.

This is a full-time, seasonal position for up to 40 hours per week during the summer months. LDA positions have split time outside conducting consultations and overseeing crews, and design time in the office. Position runs mid-May for training and educational workshops, and June through August for neighborhood projects design and installation. [Depending on availability and organizational needs, LDAs may support other programs within Design+Build such as Landcare or Installation with opportunity to extend work into Fall if work is available.]

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HOW YOU'LL SPEND YOUR TIME

Neighborhood Projects Design & Installation Oversight

- Provide on-site consultations for residential properties that are participating in neighborhood scale projects with Metro Blooms. Whenever possible, a consultation should include discussion of all potential areas for a rain garden and other ways to incorporate resiliency into their landscape design.
- Create site specific designs for neighborhood participants for rain gardens and native plantings. Designs are created using AutoCAD file template provided.
- Provide project management support as necessary to the Neighborhood Projects Manager.
- Oversee Conservation Corps crews in the installation of neighborhood scale designs.
- Expectations: Maintain excellent communication with project team, keep organized notes from consultations in order to facilitate successful installation of projects. Transport yourself to and from consultations and crew oversight. Mileage is reimbursed.
- Skills: Knowledge of native plants and planting design a must. Proficient in AutoCAD and familiar with project management software such as Asana. Organized and good communication with team leader.
- Training: LDA will receive training in proper siting and sizing of rain gardens and native plantings. A project manager will handle much of the communication and project planning but it is essential for the landscape design assistant to communicate effectively with the client, project manager and project team. LDA will also receive training in safety and crew oversight, as well as proper methods for installing rain gardens.

Educational Workshops

- Provide landscape advice at Resilient Yard workshops as needed. Workshops are generally scheduled on weekday evenings and are in-person and virtual.
 - Attendance begins 15 minutes prior to the start of the 1:1 design assistance portion of the workshop.
 - LDAs provide advice and assistance to workshop participants. Each landscape designer will be assigned a group of participants. The LDA facilitates discussion among the group (i.e. leading introductions and explaining the workshop process) and provides approximately 20 minutes of direct design assistance to each household.
 - LDAs facilitate the work of volunteer Master Gardeners and MN Water Stewards at workshops. Each workshop group is generally assigned a Master Gardener. The LDA ensures that each household receives approximately 20 minutes of assistance from the Master Gardener. The LDA ensures that the workshop fully utilizes the knowledge and experience of master gardeners with plant selection (i.e. the LDA will generally focus on advising attendees on issues of sizing, siting, surveying and other technical aspects of resilient yard design while deferring to Master Gardeners on questions of plant selection). The LDA ensures that Master Gardeners are thanked for their assistance.
 - If registration is low for any workshop, LDA shifts may be cancelled 24 hours in advance. Metro Blooms will endeavor to make sure shift assignments and shift cancellations are equitably distributed among LDAs.

Expectations:

- Arrive on time in a professional manner to scheduled workshops, consultations, and meetings.
- Maintain positive professional relationships with staff, volunteers, other Landscape Designers and Assistants, clients, and workshop participants.
- If you are unable to make it to a workshop or consultation, it is your responsibility notify your supervisor prior to the workshop or consultation date.

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QUALIFICATIONS

- **Education and/or Experience.** Post-Secondary Degree or pursuing degree in Landscape Design field and/or 1 to 2 years of professional experience in landscape design, planning, installation, and/or maintenance.
- **Skills, Knowledge, Abilities.** Knowledge of landscape design, installation, and maintenance of stormwater best management practices and the use of native plants in the urban landscape. Ability to develop and maintain excellent relationships with all stakeholders, including property owners, youth and young adults in outdoor jobs programs, neighborhood and community organizations and local government agency staff and volunteers. Proficiency in AutoCAD, Asana and Microsoft Office. Experience in, knowledge of and a passion for environmental stewardship.
- **Ability to Drive an Automobile.** Possess a valid driver's license.

EQUAL OPPORTUNITY

We encourage everyone to apply, especially those underrepresented in our sector: Black people, Indigenous people, people of color, and LGBTQIA2S individuals. Metro Blooms is committed to creating a work environment free of discrimination and harassment. Discrimination based on race, religion, sex, gender, age, disability, sexual orientation or other characteristics is not accepted. We are passionate about creating and supporting a diverse workforce that promotes the values of equity.

To apply, please send resume, references and a short statement about why you are interested in the position to Jennifer Moeller, jmoeller@metroblooms.org, 612-367-6080.