



## **Land Stewardship Project Summer Events Organizer Job Announcement\***

**Job Title:** Summer Events Organizer (Temporary)

**Reports To:** Membership & Communications Director

**Salary Class:** Intern or Organizer, depending on experience

**FLSA Status:** Exempt

**Hours:** 50% FTE; including occasional evenings and weekends; May-August 2025

### **Salary Range & Benefits:**

The Internship opportunity is open to undergraduate students who are either entering their final year or who anticipate graduation in May 2025 and salary is \$45,000/yr.

The short-term contract opportunity is open to all other applicants, salary is between \$45,000 - \$65,000/yr and we use a salary calculation system which takes into consideration nontraditional backgrounds, lived experience, community involvement, work experience, training, degrees, certifications, and more. A college degree is not required for this position.

Land Stewardship Project's (LSP's) benefits for temporary employees who work .5FTE or more include accrued PTO in years 0-2 up to 24 days off annually. When applicable, 13 paid holidays – eleven plus two floating holidays, and the weekday workdays between Christmas and New Years' Eve. Temporary employees are entitled to expense reimbursement and a \$50/month phone/internet stipend.

**Location:** This is a hybrid work position, with occasional in-person attendance required to or near LSP Minneapolis and Lewiston, Minn. offices for LSP meetings and events.

**Application Deadline:** March 31, 2025

**Mission:** The Land Stewardship Project (LSP) is an organization grounded in its mission and membership. LSP's mission is to foster an ethic of stewardship for farmland, to promote sustainable agriculture, and to develop healthy communities. We seek to do work that ensures that people impacted by climate change and systemic oppression are driving solutions on the land, in communities, and through our democracy.

**Job Summary:** Reporting to the Membership & Communications Director and managed by the Membership Support Specialist, the Summer Events Organizer (SEO) supports LSP to achieve its mission by supporting a schedule of regional, connective, and social events throughout Summer and into early Fall 2025. The SEO will work closely alongside LSP's Membership Support Specialist to execute tasks related to planning, promotion, fundraising, run-of-show, and evaluation of 3-5 events, including LSP's annual Twin Cities Cookout & Potluck on July 24, 2025.

LSP has been growing its slate of social events that bring together members and supporters across organizational focus areas since 2019. This position will allow us to continue to deepen and grow connections with our members and supporters across Minnesota by supporting events that represent LSP's values of **Stewardship, Justice, Fairness, Democracy, Health, and Community**.

#### **Responsibilities:**

- *Event Promotion:* Design and carry out turnout campaigns via email, text, social media, direct mail, and flyering to reach target attendance goals at LSP events.
- *Project Management:* In close coordination with the Membership Support Specialist, use Microsoft Planner to track and complete tasks related to the planning, promotion, implementation, and evaluation of the events.
- *Logistics:* Recruit, coordinate, and train volunteers and other LSP staff to assist with set up, tear down, food service, and other tasks. Ensure everything is properly cleaned and accounted for. Pick up and return rented or borrowed equipment that isn't delivered and picked-up by vendors.
- *Fundraising & Financials:* Procure donations related to grassroots fundraising efforts (such as a silent auction, raffle, etc.). Solicit in-kind donations from sponsors to provide food, drink, and other services to the events. Track and keep the events on budget.
- *Evaluation:* Write a report of the event that includes an analysis of what went well and what could be improved for next year.

#### **Qualifications:**

- *You are a strong communicator.* You have excellent written and oral communication skills interpersonally and across various platforms, including Canva. You understand, support, and can communicate LSP's mission, overall vision and strategies, and analysis about economic, racial, and gender justice.
- *You think and act from an intersectionality framework.* You understand and are comfortable with talking about ways that race, class, gender, geography, and other identities intersect our communities, especially within the farm and food system, both historically and in the present.
- *You are responsive with various stakeholders.* You can interweave communications between your supervisor, vendors, team members, volunteers, partners, event registrants, public officials, and others.
- *You are a problem solver.* You can overcome challenges and leverage resources to creatively solve problems. You see mistakes as learning opportunities. You seek and engage feedback. You proactively ask for help, anticipate problems, and course-correct where needed.
- *You are a relationship builder.* You build authentic relationships across lines of difference and are highly relational. You use coaching, training, and feedback to develop leaders and volunteers. You are confident in asking members, supporters, and partners for commitments of time, talent, and money.

- *You are highly organized.* You can juggle competing demands and prioritize without sacrificing quality. You plan backwards to make deadlines.
- *You are tech comfortable.* You have computer skills in Microsoft 365 and can enable efficient communication within LSP and with allies.

**Supervisory Responsibilities:** None.

**Physical Demands:** Occasional physical demands include setting up for events, working on mailings, tabling at outreach events, and filing. This would require the ability to carry 30 pounds; use hands to fold, stuff, seal, and stamp envelopes; open filing cabinets; and bend or stand as necessary. Accommodation will be made for people with disabilities.

**Travel:** Expected to travel for day of event support, as well as during the days leading up to the events, as well as drop-off of rental equipment, setting up and holding the event, and other job duties. Ideally, the Events Organizer will have a valid driver's license, reliable vehicle, and insurance. However, there are options for those who do not have a valid driver's license and/or a reliable vehicle with insurance, such as coordinating with volunteers or LSP staff members to assist and/or renting or borrowing a vehicle. Mileage reimbursement is compensated at the federal standard.

**To Apply:** In a single PDF, e-mail your resume, responses to the questions below (300 words or less each) and 3 references to [jobs2@landstewardshipproject.org](mailto:jobs2@landstewardshipproject.org), with "LSP: Events Organizer & YOUR NAME" in the subject line. References upon request. Attn: Natalia Espina, HR & Operations Director. Accepting applications on a rolling basis until filled. Application review will start by March 31, 2025 and Zoom interviews will be scheduled the following week. No phone calls please.

*Application questions:*

- Specify if you are applying for the Internship opportunity or short-term contract role.
- Why are you interested in working with LSP? What draws you to working for a just and sustainable farm and food system?
- Why would you be a strong fit for supporting events with LSP that deepen and grow engagement with our members and supporters? What do you bring to this role?

*The Land Stewardship Project (LSP)/Land Stewardship Action Fund (LSAF) is an equal opportunity employer. We strongly encourage applications from women, Black, Indigenous and people of color (BIPOC), and bilingual and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical condition, including acquired immune deficiency syndrome (AIDS) and AIDS-related conditions.*

**Applicants with Disabilities:** Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. If you seek accommodation, please advise in writing at the time you apply.

***\*This job announcement is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee.***