

Learning by Leading™ Smithsonian Garden Ambassador Co-Coordinator

**Position Title**: Smithsonian Garden Ambassador Co-Coordinator 2022-2023

**Departmental Division**: Smithsonian Gardens: Collections, Education and Access

**Job Function**: Leadership Development, Smithsonian Community/Campus Partnership, Environmental Advocacy

**Job Description**: The Smithsonian Garden Ambassador Co-Coordinator position is a paid part-time internship at the Smithsonian Gardens. This position will work under the mentorship of a professor from American University who will guide their work with the Smithsonian Gardens. The co- coordinator position will require independent work to curate the Learning by Leading™ program at American University. Together, the co-coordinators will develop, implement, and lead the Smithsonian Garden Ambassadors. This team will be responsible for creating educational environmental programming for the Smithsonian Gardens that can be implemented at the American University campus.

*The two co-coordinators hired for this position will help with the following*:

* Lead collaborative planning and decision-making regarding the development of the Smithsonian Gardens Ambassador program
* Create appropriate activities that build leadership while meeting the goals of the Smithsonian Gardens
* Organize student internship outreach, recruitment, selection, and community building activities
* Mentor, guide, supervise, and teach students in advancing their knowledge and skills in environmental education, public engagement, and innovative thinking. Co-coordinators should be supporting students’ academic and professional development
* Maintain communication between the Smithsonian Garden interns, the program mentor, and the Smithsonian Garden staff
* Document and organize program activities, timelines, schedules, action plans, and education materials

# Position Requirements:

* Be a current student enrolled in American University (3rd or 4th year student preferred)
* Host weekly mandatory meetings with the Smithsonian Garden Ambassador team
* Be able to facilitate meetings with your peers in order to create worthwhile educational programming for the benefit of both American University and the Smithsonian Garden
* Work closely with the Smithsonian Garden Ambassador mentor and other co-coordinator to keep schedule and goals on track
* Develop the curriculum of the meetings and plan out the week with appropriate tasks

# Dedicate at least 3 hours a week to the program

**Desired Qualifications**:

* Experience and/or coursework related to environmental issues and topics, as well as experience or interest in education-based work environments
* Leadership skills to recruit, manage, teach and motivate student interns
* Experience in project management
* Ability to work independently without direct supervision to follow through on assignments and complex projects and events

# Communication and Skills:

* Verbal/written communication and interpersonal skills to communicate and interact with people from diverse backgrounds
* Communication, decision-making and problem-solving skills to build an effective team environment
* Strong organizational skills to plan and coordinate numerous programs and events; good time management skills to handle multiple tasks and deadlines.

# Number of Openings: 2

**Desired Majors**: All Majors

**Paid**: This is a paid, part-time internship through the Smithsonian Gardens

# Application: To be considered for an application, please send your resume, cover letter, and two contacts for a reference to [lesterm@si.edu.](mailto:lesterm@si.edu)

* If you are selected for the position, you will be required to submit an additional application through the Smithsonian Online Academic Appointments website (SOLAA). This will require a resume, cover letter, two reference letters, and an essay detailing why you should be considered for the role, what your career goals are, and how you want to develop this program. **The deadline to apply is August 15th, 2022.**

