

**Job Title:** Public Programs Coordinator

**Location of position (City/town):** Garden in the Woods, Framingham, MA

**Employer:** New England Wild Flower Society

**Description of employer**

The mission of New England Wild Flower Society is to conserve and promote the region's native plants to ensure healthy, biologically diverse landscapes. Founded in 1900, the Society is the nation's oldest plant conservation organization and a recognized leader in native plant conservation, horticulture, and education.

**Work schedule:**

See full job description for more details.

**General Job description:**

The Public Programs Coordinator is a full-time, permanent position that is responsible for assisting with the development and execution of all public programs and projects. He/she provides exceptional customer service, takes the lead role in administering programs, and serves as an ambassador for the organization. The successful candidate will have a unique opportunity to streamline current department operations and help create a strategic vision for the Society's public programs. The Public Programs Coordinator reports to the Director of Public Programs.

**Qualifications:**

See full job description for more details.

**Deadline to apply:**

Applications are due March 15, 2017 but will continue to be accepted beyond March 15 until a suitable candidate is found. The position begins mid-April.

**For More Information and How to apply:**

<http://www.newenglandwild.org/jobs/h.html>