



**Position Title:** Community Garden Coordinator

**Position Reports To:** Community Garden Program Manager

**Employment Status:** Full-Time

**FLSA Status:** Exempt

**About Grow Pittsburgh:**

Grow Pittsburgh is an urban agriculture non-profit. Our mission is to teach people how to grow food and promote the benefits gardening brings to our neighborhoods. We believe access to locally-grown, chemical-free fruits and vegetables is a right, not a privilege. We envision the day when everyone in our city and region grows and eats fresh, local and healthy food.

**Summary of Position:**

The City Growers Program's primary objective is to build and support sustainable community food gardens in Allegheny County. The Community Garden Coordinator will be under the supervision of the Community Garden Program Manager. Their main responsibilities will include managing the Garden Resource Center (GRC), a tool lending library and garden materials depot near Grow Pittsburgh's office; and managing the Community Garden Sustainability Fund, a program that provides materials and technical assistance to support individual community gardens. In addition, the City Growers Coordinator will support the existing and new gardens that are participating in the City Growers program in 2015: Hazelwood YMCA, MLK Field (Hill District), and Center Ave. YMCA. As gardens graduate from the City Growers program, the Community Garden Coordinator will be responsible for new gardens each year.

**Programmatic Responsibilities:**

Garden Resource Center

- Supervise the part-time Garden Resource Center Site Coordinator, who will staff the open hours of the GRC
- Purchase supplies and process donations
- Build the GRC membership
- Create a volunteer structure for members

Community Garden Sustainability Fund

- Coordinate with the Western Pennsylvania Conservancy, our partners in the Sustainability Fund

- Manage the application process
- Coordinate promotion of the application and the awardees
- Track the progress of each awardee
- Create a report that summarizes the 2015 awards and makes recommendations for 2016

#### City Growers Community Gardens

- Primary point of contact for the Hazelwood YMCA, Martin Luther King Field (Hill District), and Centre Ave YMCA (Hill District)
- Coordinate planning meetings
- Coordinate the building of the new components of the community gardens
- Support the community garden leadership at each site to manage the day-to-day gardening activities
- Provide regular educational opportunities for gardeners
- Conduct regular site visits at each garden
- Address any problems and issues that may arise at each garden
- Build positive relationships with members of Pittsburgh's community of vegetable gardeners by representing Grow Pittsburgh at community meetings in these communities

#### **General Responsibilities:**

- Track budgets and purchasing for each assigned project
- Make purchases and coordinate deliveries for each project
- Implement and collect outcomes measurements for each project
- Attend weekly departmental meetings and bi-weekly staff meetings
- Continue to document processes and refine City Growers programming
- Maintain social media presence by posting regularly to Twitter and providing photos and materials for Grow Pittsburgh's newsletter and blog posts
- Track mileage for work-related travel

#### **Qualifications & Skills:**

- A minimum of 1 year experience community organizing and/or volunteer management
- A minimum of 2 years experience in food growing
- A minimum of 2 years experience in project management
- Substantial experience in project management
- Excellent written and oral communication skills
- Some experience in carpentry and landscaping
- Ability to work outdoors in all weather and do manual labor
- Access to a reliable vehicle
- Commitment to working with diverse communities
- Positive attitude; engaging personality
- An understanding of food justice and food policy
- Experience and understanding community organizing in Pittsburgh is a plus

**Benefits:**

Salary commensurate with experience. Great benefits package, including health, vision and dental coverage. Mileage reimbursement and partial cell phone reimbursement. Professional development budget provided.

**Equal Opportunity Employer:**

Grow Pittsburgh is an equal opportunity employer and does not discriminate based on race, color, religion, sex, gender identity/expression, sexual orientation, national origin, age, disability or belief. We encourage a diversity of candidates to apply for the position.

**To Apply:**

Qualified candidates should submit their resume and cover letter to Marisa Manheim at [marisa@growpittsburgh.org](mailto:marisa@growpittsburgh.org) no later than **5:00 pm on December 16, 2014**. In your email title please list **Community Garden Coordinator**.