



**Position Title:** Community Garden Coordinator

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

**Employment Status:** 30 hours per week

**Start Date:** January 7, 2016

**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.

The City Growers Program builds and supports sustainable, independent community food gardens throughout Allegheny County. The City Growers Program has been operating for 6 seasons and in that time we have built 22 community gardens.

**Summary of Position:**

The Community Garden Coordinator is responsible for educating gardeners in the skills needed to manage and grow these projects. The Community Garden Coordinator will be able to draw from our department's wealth of experience and curricula. The Community Garden Coordinator will be under the supervision of the Community Garden Program Manager, who will provide guidance and support.

The primary role of the Community Garden Coordinator will be to support the gardens that are participating in the City Growers and Allegheny Grows community garden programs in 2016 by coordinating community outreach and garden volunteer days, facilitating meetings, and providing on-site educational programming to the garden community. The position requires strong interpersonal skills, community organizing experience and a passion for gardening education and food justice.

The Community Garden Coordinator will also be responsible for implementing some of the projects accepted to the Community Garden Sustainability fund, which provides support to established community gardens throughout the County.

Regular Saturday and evening work will be required.

**Position Responsibilities:**

Programmatic

- Serve as the primary point of contact for Allegheny Grows and City Growers gardeners
- Maintain communication with these gardeners through email, phone, and social media
- Coordinate and facilitate planning meetings to design, build, and maintain the gardens
- Support the community garden leaders at each site; address their needs in managing the day-to-day gardening activities, including any problems or emergencies that may arise
- Lead - and facilitate others in leading - regular on-site educational opportunities for gardeners
- Where necessary, develop new curricula or improve existing lessons
- Conduct regular site visits at each garden to assess plant health, deliver materials, etc.
- Represent Grow Pittsburgh at relevant community events in the neighborhoods where the gardens are located
- Complete assigned projects for the Community Garden Sustainability Fund

### General

- Make purchases and coordinate deliveries for each project
- Track purchasing for each assigned project
- Manage data collection for internal evaluation to measure our programs' impacts
- Attend weekly departmental meetings and biweekly Grow Pittsburgh staff meetings
- Work consistently to improve internal processes
- Document community engagement
- Maintain social media presence by posting updates regularly and providing photos and materials for Grow Pittsburgh's newsletter and blog posts
- Track mileage for work-related travel
- Manage time well to ensure that all required tasks are completed within allotted hours

### **Qualifications & Skills:**

- Significant experience with community organizing and community outreach required
- Demonstrated ability to engage with individuals of many demographics and histories i.e. youth, elders, immigrants, economically diverse, racial minorities
- Excellent planning and organizational skills, including the ability to plan events and organize volunteers
- Willingness to work independently and also cooperate as part of a team
- The ability to manage several task lists at once and adapt to changing conditions (weather, volunteer cancellations)
- A minimum of 3 years experience in food growing
- Ability to teach gardening concepts to a variety of learners
- Excellent written and oral communication skills, including public speaking
- Some experience in carpentry and/or landscaping
- Ability to work outdoors in all weather (heat, humidity, rain and cold) and do manual labor
- Regular access to a reliable vehicle to visit gardens and deliver materials – please note: this position requires substantial driving

- Positive attitude; engaging personality
- An understanding of and commitment to food justice and Grow Pittsburgh's values
- Historical understanding of Pittsburgh land use planning and social movements is a plus
- Experience with MS Word, Powerpoint, Excel and willingness to learn other computer-based skills

**Benefits:**

The hourly rate for this position is \$15 per hour. The position comes with: a benefits package, including health, vision and dental coverage; mileage reimbursement; professional development budget; paid birthday vacation day; and partial cell phone reimbursement.

**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 Rayden Sorock at [rayden@growpittsburgh.org](mailto:rayden@growpittsburgh.org) no later than **5:00 pm on November 13, 2015**. In your email subject line, please list **Community Garden Coordinator**.