



**Position Title:** Community Garden Coordinator

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

**Employment Status:** Full Time

**Start Date:** January 5, 2017

**FLSA Status:** Nonexempt

**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 7 seasons and in that time we have built 25 community gardens.

**Summary of Position:**

The Community Garden Coordinator is responsible for facilitating garden groups in starting and maintaining community gardens. 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 2017 by coordinating community outreach and garden volunteer days, facilitating meetings, and providing on-site educational programming and technical assistance 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.

The schedule for this position will be Monday to Friday during the off-season (November through February) and Tuesday to Saturday during the growing season (March through October). In order to accommodate community members' schedules, there will typically be one or two evening meetings each week. Work hours will be balanced to ensure they don't exceed 40 hours in a given week, but limited overtime hours will be expected during the Spring build season (April and May).

### **Position Responsibilities:**

#### Programmatic

- Serve as the primary point of contact for community garden groups currently in our programs
- Maintain communication with these gardeners through email, phone, and social media
- Coordinate and facilitate planning meetings to design, build, and maintain the gardens
- Work alongside volunteers to build garden infrastructure
- 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
- 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
- Share responsibilities at the Garden Resource Center, a tool lending library and bulk materials depot

#### 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 City Growers department processes
- Document community engagement with photos, quotes, etc.
- Maintain social media presence by providing photos and materials for Grow Pittsburgh's newsletter and blog posts
- Track hours and mileage for work-related travel
- Manage time well to ensure that all required tasks are completed within allotted hours

### **Qualifications & Skills:**

#### Programmatic:

- 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, people of color
- Excellent planning and organizational skills, including the ability to plan events and organize volunteers
- 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
- Some experience in carpentry and/or landscaping
- Ability to work outdoors in all weather (heat, humidity, rain and cold) and do manual labor

#### General:

- Willingness to work independently and also cooperate as part of a team
- Excellent written and oral communication skills, including public speaking
- Regular access to a reliable vehicle to visit gardens and deliver materials – please note: depending on garden locations, this position may require 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
- Database experience or previous Salesforce exposure a plus

**Benefits:**

The position comes with: a benefits package including health, vision and dental coverage; mileage reimbursement; professional development budget; paid birthday vacation day and paid time off (vacation and personal days); and partial cell phone bill 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 Marisa Manheim at [marisa@growpittsburgh.org](mailto:marisa@growpittsburgh.org) no later than 5:00 pm on November 21, 2016. In your email subject line, please write “Community Garden Coordinator.”