



Position Title: Community Garden Coordinator

Position Reports To: Director of Community Projects

Employment Status: 30 hours per week

Start Date: January 10, 2018

FLSA Status: Non-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 Community Projects team builds and supports sustainable, independent community food gardens throughout Allegheny County. Since 2010, we have worked with communities to build 28 neighborhoods and have supported an additional 40 gardens through our Community Garden Sustainability Fund.

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 Director of Community Projects, and part of a team that includes one other Community Garden Coordinator, a Garden Sustainability Coordinator, and the Garden Resource Center Coordinator.

The primary role of the Community Garden Coordinator will be to support the gardens that are participating in our community garden program in 2018 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) and regularly taking a shift at the Garden Resource Center (a tool lending library and bulk garden materials depot).

The schedule for our program is 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 30 hours in a given week, but additional 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 participating 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
- Support garden groups when they experience challenging dynamics/people
- 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

- Attend weekly departmental meetings and biweekly Grow Pittsburgh staff meetings
- Manage time well to ensure that all required tasks are completed within allotted hours
- 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
- 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

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
- Demonstrated planning and organizational skills, including the ability to plan events and organize volunteers
- Experience growing food for at least one full season is required. Experience in garden planning, starting crops from seed, transplanting seedlings, identifying pests and diseases, harvesting food crops, and winterizing a garden strongly encouraged.
- Ability to teach gardening concepts to a variety of learners
- Ability to manage several task lists at once and adapt to changing conditions (weather, volunteer cancellations)
- Ability to work outdoors in all weather (heat, humidity, rain and cold) and do manual labor
- Experience in carpentry and/or landscaping preferred

General:

- Willingness to work independently and also cooperate as part of a team
- Positive attitude; engaging personality
- Confidence communicating clearly to people of all backgrounds in groups, one-on-one, over the phone and email
- Valid PA driver's license is required
- Must pass federal child abuse clearances
- Regular access to a reliable vehicle to visit gardens and deliver materials. Grow Pittsburgh truck and van may also be used. Please note: depending on garden locations, this position may require substantial driving, mileage reimbursement is included
- An understanding of and commitment to food justice and other [Grow Pittsburgh values](#)
- Experience with Google Docs, MS Word, Wordpress, and Excel preferred
- Historical understanding of Pittsburgh land use planning and social movements is a plus

- Database experience or previous Salesforce exposure a plus

Compensation and Benefits:

Competitive hourly rate. The position comes with: a benefits package including health, vision and dental coverage; mileage reimbursement; professional development budget; paid sick days; 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 no later than Monday, November 13, 2017. In your email subject line, please write Community Garden Coordinator.