



## **Job Announcement Learning Garden Project Manager**

In partnership together, Grow Pittsburgh and The Kitchen Community seek a Learning Garden Project Manager to expand a rapidly growing school gardening program across the Pittsburgh region. The Project Manager's primary responsibilities will be to manage, coordinate, and supervise the construction of garden-based outdoor classrooms from schematic design through final construction in a timely and economical basis.

Grow Pittsburgh (GP) is a Pittsburgh based nonprofit with a mission to teach people how to grow food and promote the benefits gardens bring to our neighborhoods. The Kitchen Community (TKC) is a national nonprofit with a mission to connect community through food. Please refer to <http://growpittsburgh.org> and <http://thekitchencommunity.org/> for more information about each organization.

Reporting to Grow Pittsburgh's Director of Educational Programming and working closely with The Kitchen Community's national project management team, the Learning Garden Project Manager will oversee the organization, scheduling, and implementation of new school garden projects across the Pittsburgh region. He or she will be responsible for coordinating and managing contractors, materials, equipment, budgets, schedules, and contracts. He or she will take on a variety of tasks – designing in CAD, meeting with school officials, and getting his or her hands dirty in the garden.

### **Primary Responsibilities**

- Work with school during application process to determine proper garden site selection and project scope.
- Coordinate with TKC Operations Director, TKC Project Management Director, and GP Director of Educational Programming and Executive Director on application approval or denial based on project scope and funding availability.
- Develop project designs from schematic level through construction documentation.
- Communicate with district facilities personnel, school principal, and school facilities manager regarding garden site, scope, requirements, project timelines, and deliverables.
- Plan and schedule project timelines.
- Maintain relationship with local construction contractors and inspect completed work to assure quality of project installation.
- Work with GP team in preparing for Planting Day and assuring the site is fully prepared for garden installation and support.
- Attend to maintenance requirements of built gardens as needed.
- Manage third-party consultants (Civil/Structural Engineers, Geotech) and scope of services when required.



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**Required Qualifications**

- Five years of construction management and site design experience.
- Minimum education of bachelor degree in related field such as landscape architecture, construction management, urban agriculture, environmental science, or environmental design.
- Ability to manage several major projects and multi-task under pressure with short deadlines.
- Demonstrated ability to work with diverse groups of people.
- Self-starter with minimal need for supervision.
- Flexible team player who can demonstrate leadership and professionalism.
- Strong construction technical knowledge and experience in managing changes in the field.
- Understanding of local City/State permitting requirements (Zoning, Building Code, Stormwater/Wastewater).
- Proficient computer skills with Auto CAD, Excel, and Word.
- A resident of the Pittsburgh metro area.
- A valid driver's license and reliable personal vehicle (mileage reimbursement provided).

**Preferred Qualifications**

- Interested in local food systems, urban agriculture, and/or school gardens.
- Knowledgeable about the growing season in Pittsburgh.
- Familiarity or previous experience with other non-profit organization(s).
- Ability to work some evening and weekends as needed and flexibility for out-of-state travel

**Benefits**

Salary commensurate with experience. Great benefits package, including health, vision and dental coverage.

**Equal Opportunity Employers**

Grow Pittsburgh and The Kitchen Community are equal opportunity employers and do 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 Sydney Karpowich at [sydney@thekitchencommunity.org](mailto:sydney@thekitchencommunity.org). Please submit your resume by February 28, 2016 for first round of interviews. Resumes will be accepted until the position is filled. In your email subject please list Pittsburgh Project Manager.