Growing Gardens Position Description
February 2015

Position: Stephens Creek Crossing Garden Coordinator
Reports to: Home Gardens Manager

Position Description
Growing Gardens is seeking an experienced gardener and community organizer to help build and coordinate a community garden and nutrition education program at a multifamily affordable housing site in SW Portland. Our ideal candidate for this position likes working with people, has an interest in supporting people in their abilities to grow healthy and fresh food, and is open to learning about the needs of the community at Stephens Creek Crossing (SCC).

Duties and Responsibilities
• Recruit and support SCC residents to participate in building and cultivating the community garden and children’s garden
• Facilitate meetings with SCC residents to plan garden activities and solve problems
• Coordinate spring volunteer events to finish building the community garden and children’s garden
• Coordinate on-going volunteer events to maintain the garden throughout the year
• Work with contractors to design and install garden structures and pathways
• Establish and maintain community partnerships with local organizations
• Work with teenage residents to coordinate their involvement in the gardens, kitchen and larger community
• Support gardeners in learning affordable and sustainable gardening practices
• Coordinate and/or teach on-site workshops that teach gardeners how to grow, prepare and preserve fresh fruits and vegetables
• Coordinate activities and learning opportunities in the children’s garden
• Supervise distribution of gardening supplies – seeds, plant starts, winterization materials, educational materials
• Develop and support leadership opportunities for residents in the community garden, children’s garden and teaching kitchen
• Secure in-kind donations
• Establish and maintain participant tracking and other data collection systems
• Evaluate and report program results
• Create and implement an annual work plan

Required Skills/Experience
• Knowledge and experience with organic vegetable gardening and/or farming in the Pacific NW
Experience building relationships in diverse communities
Clear written and verbal communication skills
Creative problem-solving abilities
Demonstrated ability to work with families and children
Experience supervising volunteers promoting cooperation and team building
Diplomacy and ability to work with a variety of personalities
Conflict resolution skills
Sensitivity to and understanding of the experience of people with limited incomes
Demonstrated cultural competency
Dedication to promoting equity, inclusivity and diversity

Preferred Skills/Experience
- Community Organizing and understanding of Popular Education and Asset Based Community Development
- Computer skills including word processing, spreadsheet and data management
- Experience working in an English-as-a-foreign-language environment
- Ability to speak and write Spanish, Somali, or Arabic
- Marketing skills including desktop publishing
- Strategic planning and long-range program development

Other Requirements
- Bachelor’s degree in social services, community organizing or related field, or equivalent work experience demonstrating program/community development skills
- Physical ability to walk, lift, bend and carry up to 50 pounds
- Ability to work some weekends and evenings throughout the year
- Valid driver’s license

Salary and Benefits: 20 hours a week, $16-18 an hour DOE. Employee benefits include employer-paid medical and dental insurance, retirement plan, vacation, sick and holiday leave.

Deadline to apply: March 1st, 2015

To Apply: Interested applicants should send a resume and cover letter to: info@growing-gardens.org or mail a copy to the address below. Please title the email ‘SCC Garden Coordinator’ in the subject heading.

SCC Garden Coordinator
Growing Gardens
2203 NE Oregon Street
Portland, OR 97232

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