



Home Gardens Manager with Growing Gardens

Do you want to join a team of rad community organizers, working to increase fresh food access, improve health outcomes, and dismantle racism?

Growing Gardens is hiring for a bilingual Home Gardens Manager who will help coordinate our Home Gardens program and support our team of neighborhood-based Community Organizers.

The Home Gardens Manager position is essential to the growth of our decentralized and community-led program model. Working with a leadership team of neighborhood-based Community Organizers, the Home Gardens Manager position will foster a collaborative environment for sharing successful strategies and continue to expand the number of communities involved in this work (geographically, ethnically, languages, etc). While we value knowledge and passion for growing food, this position focuses primarily on program coordination, involving substantial office-based work.

Job Responsibilities:

Supporting a growing team of Community Organizers

- Serve as the main point person for a team of 6-10 part-time, neighborhood-based Community Organizers that speak Spanish and English
- Provide regular check-ins with Community Organizers to assist with problem-solving, coordinate supply needs, and identify/evaluate areas for program and position growth
- Recruit and onboard new Community Organizers
- Support skill-building and cross-disciplinary training (solicit training requests from the team, bring in an external trainer, facilitate trainings, or arrange attendance at a pre-existing training)
- Assist with curriculum development, workshop and/or event facilitation as needed
- Deliver/distribute supplies (paperwork, garden supplies, workshop materials)
- Assist with building community partnerships and expanding the program to new regions

Program Coordination

- Work with Home Gardens team to set program enrollment goals and support recruitment efforts with materials (flyers, posters, pamphlets) and outreach at events
- Recruit volunteers to build backyard gardens, mentor beginning gardeners, grow plant starts, re-package seeds, attend outreach events, and more!
- Request in-kind donations from local businesses (seeds, plant starts, tools, compost, food, etc)
- Assist with setting up and facilitating volunteer trainings and events
- Maintain team website with calendar of events, work plans, and up-to-date forms
- Update and maintain participant tracking systems (process interest list and applications, program wait-list, contact info, supply requests and request-fulfillment, event attendance)
- Work and collaborate with GG office team and programs.
- Work with interns to coordinate projects, deadlines, academic goals, and support.

Direct support for a limited number of program participants

- Serve as the point person for site visits, supply distribution, and workshop/event reminders for gardeners not living in one of our Community Organizer neighborhoods (5-10 per year)

Essentials

- Driver's License and willingness to drive a large van: this position will require picking up and dropping off supplies using our large van. You do not need to have your own vehicle.
- Ability to lift 50 lbs: this position will require loading and unloading large bags of compost, bales of straw and wood a few times a year. Other than that, the lifting is minimal.
- Ability to sit or stand at a desk, in front of a computer screen, 50-70% of your time.
- Ability to attend the People's Institute Training within the first 3-6 months of hire.

The skills we are looking for are:

- English **and** Spanish language fluency: our team has a mix of Spanish and English speakers. To be successful in this role you must be able to easily read, write, and speak both Spanish and English. We will interview in both languages. *Native Spanish speakers will be prioritized*
- Excellent communicator (in-person, electronically, in groups and over the phone)
- Great organizational and project tracking skills using Excel/Google Sheets spreadsheets
- Ability to support and develop community leadership
- Not afraid to ask for things or questions
- Willingness to accept challenges and learning opportunities
- Excited to learn and take feedback
- A great team player
- Comfortable working in an energetic and busy group office
- Excited about the work of Growing Gardens

Recommended experience that we value and recognize but is not required:

- Lived experience of poverty, food-insecurity, as a person of color, or marginalized-identity
- Experience with anti-racism and social justice work
- Knowledge of growing food in the Pacific Northwest

This position reports to the Home Gardens Program Director.

Instructions: Please send the following as pdfs to Emily Keeler, Home Gardens Director, at emily@growing-gardens.org ***Note: incomplete applications will not be reviewed***

- Current resume/list of work experience,
- One page cover letter detailing your interest in the position
- A brief paragraph in Spanish answering the following question: "Qué te motiva hacer este trabajo?"

If you have questions about this position please feel free to reach out to Emily Keeler at 503.284.8420 x101 or emily@growing-gardens.org

Compensation: \$17.50 - \$20/ hr at .8-1FTE (30-37.5 hours per week), full benefits health package with alternative health included, matching retirement contributions, gardening advice, a fun working environment that focuses on a balanced work-life structure, soup on Wednesdays and lots of great food and coffee!

Applications accepted between January 28th and February 28th or until position is filled.

Anticipated start date of March 20th, 2019