



Lettuce Grow Coordinator

Are you committed social justice and prison reform and want to make a difference in the lives of those who are incarcerated? Interested in being part of a program which provides positive educational opportunities for incarcerated individuals in the state of Oregon? Want to work with a great nonprofit that works with community to build positive change? Want to travel and see Oregon? Keep reading!

This position will work directly with the Lettuce Grow Program Director in a variety of tasks and oversees the day-to-day operations of the program. The applicant will be responsible for initiating and responding to, and communicating with, Oregon Department of Corrections, Oregon State University, the Oregon Youth Authority, the Federal Bureau of Prisons and various other organizations. A high-level of attention to detail is required since there are multiple and varied requirements from all our partners.

Responsibilities

- Keep track of new volunteer paperwork, submitting and following through with LEDS (background checks)
- Create and update records and databases with volunteer information
- Schedule visits to correctional facilities, submitting and tracking visitor approvals
- Help grade Final exams, reporting scores receiving and sending out certificates to the appropriate sites
- Maintain and update an online calendar to ensure date sensitive activities are completed in a timely manner
- Event support including procuring donations for Lettuce Grow specific events
- Update program data bases
- Input data from program recipients surveys
- Manage phone calls and correspondence (e-mail, letters, packages etc.)
- Schedule training for volunteers
- Build partnerships with current and future partners
- Support and work with interns, volunteers and groups
- Other duties that are determined by the Program Director

Requirements

- Must have a valid driver's license and be willing to travel throughout the State of Oregon
- Basic data entry, computer and office skills including excel
- Must be flexible and able to ask questions if not clear
- Communication promptly and directly with team and supervisor
- The ability to juggle multiple priorities at one time
- Must be over 21 years of age
- A background check is required so applicant cannot have any felony arrests in the last 2 years
- Lived experience of poverty, food-insecurity, as a person of color, or marginalized-identity and/or experience with the correctional system, adult or juvenile, is highly desirable
- Gardening skills are desired but not required
- Some degree of manual strength is required such as being able to lift plants and packages into a truck

Please respond with a cover letter and resume to Rima Green at rima@growing-gardens.org

This is a minimum of 10-hours a week position at \$15 per hour

The funding for this position is in place for one year. The person in this position will need to be instrumental in seeking out continuing funding for this position.

We are accepting applications until March 8 or until the position is filled,