



Lettuce Grow Operations Coordinator Portland Oregon

Job description

Growing Gardens has an opening for a part-time (.5 FTE which is 18.75 hours a week, Monday Friday with some possible weekend work when needed) Lettuce Grow Operations Coordinator who will support the Lettuce Grow program operations in conjunction with the Lettuce Grow team.

Interested in being part of a program which provides positive educational opportunities for incarcerated individuals in the state of Oregon? If you are committed to social justice and prison reform and want to make a difference in the lives of those who are incarcerated this job is for you. 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

- Be willing to work inside of correctional facilities assisting with or teaching classes and working in gardens with inmates
- Keep track of new volunteer paperwork, submitting and following through with LEDS (background checks)- Oregon Department of Corrections computer systems
- 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 (In-Kind 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, and provide support
- Build partnerships with current and future partners
- Assist in development of new classes and material
- Support grant writing efforts for Lettuce Grow, write, edit, comment and submit grants
- Support and work with interns, volunteers and groups
- Support Lettuce Grow Program Director to plan and visit all Lettuce Grow sites
- Other duties that are determined by the Program Director

Requirements

- A valid driver's license and be willing to travel throughout the state of Oregon
- Basic data entry, computer and office skills are desirable
- 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

Please respond with a cover letter and resume to Rima Green at rima@growing-gardens.org
This is a 15 to 20 hours a week position at \$21 per hour.

Position is open until filled but applications will begin to be reviewed by Tuesday May 31st.

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.

Benefits include paid sick time, retirement contributions, alternative healthcare benefits up to \$750 per year, access to Employee Assistance Plan. Other benefits may be available depending on the number of hours worked.