



4/19/12

Position Announcement
Garden Program Coordinator

Interested candidates should send a cover letter and resume electronically to: joanne@growingplaces.org, subject: Garden Program Coordinator, no later than May 18, 2012.

Innovative nonprofit organization seeks self-motivated individual who loves being outside, knows about gardening, is committed to social justice, and enjoys working with people of all backgrounds and ages to join our team.

The Garden Program Coordinator is responsible for the planning and implementation of Growing Places' garden programs serving low-income people in the North Central MA area. Working in partnership with the Executive Director and the ad-hoc Operations Committee, the Program Coordinator will oversee all aspects of GP's garden build and education programs from concept to completion. In addition, the Program Coordinator will be responsible for certain administrative tasks to support the operations of Growing Places.

Specific duties of the Program Coordinator will include but not be limited to the following:

Volunteer Coordination:

- Develop and facilitate a strong, engaged Operations Committee to support existing and develop new garden program initiatives and outreach strategies,
- Further develop and implement volunteer recruitment, orientation and retention strategies in collaboration with Executive Director and Operations Committee,
- Communicate with and provide training and information to volunteers to ensure they are prepared for volunteer assignments; Match volunteers to appropriate program tasks, and evaluate volunteer experiences.

Program Management:

- Develop and implement gardener/participant outreach, intake and assessment,
- Maintain partner contacts and communications,
- Plan, schedule and implement programs, including frame and garden builds, educational opportunities and trainings,
- Distribute and collect gardener/participant surveys and evaluations,
- Ensure that tools and equipment are in good condition, and order adequate supplies and materials to meet garden build needs.

Administration:

- Database entry and management; volunteer and donor tracking,
- Updating website and social media sites.

Assist ED with:

- Fundraising, marketing and communication materials and events.
- Other tasks as needed and necessary.

Qualifications:

The ideal candidate will have the following skills and experience:

- Strong interpersonal skills, with customer service experience a plus.
- Demonstrated commitment to food justice, sustainable agriculture, and/or anti-hunger work.
- Hands-on agricultural or vegetable gardening experience.
- Proficient knowledge of Microsoft Word, Excel and Publisher, and experience with database programs.
- Strong organizational skills and ability to manage multiple projects and tasks.
- An undergraduate degree or experience in agriculture, community development or related field.
- Must be physically fit and enjoy working outdoors.
- Spanish speaking a plus

Compensation and Benefits:

This position is part-time, 30 hours per week. Compensation is dependent on experience.