



## Community Garden Partnership Coordinator

### **Organization and Program Description:**

Wasatch Community Gardens (WCG) is a community-based, nonprofit organization dedicated to empowering people to grow and eat healthy, organic, local food. Since 1989, we have provided children, adults, and families in Salt Lake County with access to land and education for growing and eating fresh produce, while building and nurturing community connections through gardening and healthy food. We accomplish this through four main programs: Community Garden, Community Education, Youth and School Gardens, and Job Training.

Our Community Garden Program (CGP) partners with various municipalities to develop and coordinate sustainable, flourishing community gardens throughout Salt Lake County. Gardens are initiated by and implemented with the surrounding community, alongside key partners. This program builds on WCG's 30-plus years of experience working collaboratively with local leaders and volunteers to create and sustain thriving community gardens.

### **Overview:**

The Community Garden Partnership Coordinator reports to the Community Garden Program (CGP) Director, coordinates partnership initiatives to enhance participation in underutilized community gardens, supports the development of new community gardens, and supports the ongoing management of community gardens. This position requires strong interpersonal and project management skills, a passion for empowering community members to grow food, and the ability to work with diverse populations.

### **Primary Responsibilities:**

#### *Garden Management Support 50% (~20 hours/week, variable with seasons)*

- Support program managers in ongoing management of community gardens in line with CGP standards and policies, including training, supporting, and coordinating gardeners in garden maintenance tasks
- Ensure garden infrastructure (irrigation systems, shed, etc.) is maintained
- Assist in new gardener orientations and community garden meetings as needed
- Maintain database records, garden waitlists, process garden plot registrations, and manage gardener renewals
- Support in impartial and equitable enforcement of garden policies and standards
- Proactively and clearly communicate community garden expectations with gardeners
- Assist the Community Garden team with new garden developments in partnership with local city and county stakeholders

#### *Community Partnerships Coordination 35% (~14 hrs/week, variable with seasons)*

- Support in coordination with International Rescue Committee's (IRC) New Roots program
- Coordinate programming and community engagement with Artes de México en Utah (AMU), including Sabores de Mi Patria (Flavors of My Homeland) and Día de Muertos (Day of the Dead)
- Support in the development of new partnerships with community partners representing historically under-resourced communities.

#### *Communications Support 5% (~2 hours/week, variable with seasons)*

- Facilitate translation of CGP resources, documents, and publications into Spanish
- Provide language support to Spanish-speaking garden members in community gardens

*Additional Responsibilities (10%, ~4 hours/week, variable with seasons)*

- Operate within budget, track expenses and submit reimbursement requests
- Track data and contribute to annual reports
- Participate in Community Garden Program trainings, meetings, and initiatives
- Participate in WCG events and general staff responsibilities
- Take on other program-related duties as needed

**Required Qualifications:**

- Spoken and written fluency in Spanish and English
- Commitment to community empowerment and supporting culturally responsive food initiatives
- Ability to collaborate with community members from diverse backgrounds in individual and group contexts
- Community organizing and facilitation experience
- Organized, motivated, and able to work independently and as part of a group
- Excellent oral and written communications skills
- Ability to identify and constructively address potential conflict and provide mediation as needed
- Basic computer skills including MS Office, Google suite, and Apple operating systems
- Access to reliable transportation to attend community meetings and events
- Ability to accomplish physical tasks of garden management

**Preferred Qualifications**

- Professional mediation experience
- Project coordination experience and ability to manage multiple projects at once
- Knowledge of organic gardening methods and/or a desire to learn
- Experience within advocacy or nonprofit sectors
- Experience working in or with local governments or desire to learn
- Familiarity with local resources (gardening, community, etc.)
- Experience coordinating or managing a community garden

**Hours:**

This position is full-time (40 hours per week), and the schedule varies throughout the season. This position requires some evenings and weekends.

**Salary and Benefits:**

Compensation will be commensurate with qualifications and experience with a range of \$35,000-\$40,000. Includes health insurance, Simple IRA, HSA, paid holidays, sick and vacation leave, and access to garden produce.

**To Apply:**

Please email the following materials to [openings@wasatchgardens.org](mailto:openings@wasatchgardens.org):

- Resume
- Names, titles, and phone numbers of three professional references
- Short response (one page total) to the following items:
  1. Why are you interested in this position?
  2. What strengths will you bring to our team and this position?

Please put "Community Garden Partnership Coordinator" in the subject line of your email. Applications will be accepted until 5:00pm on Friday, December 16, 2022. **Applications without references and responses to the questions above will not be considered.**

**Final candidate must submit to and clear a background check and be fully vaccinated against COVID-19 by their start date.**

People of color, people with disabilities, veterans, and LGBTQ candidates are strongly encouraged to apply. WCG is committed to providing equal employment opportunities for all employees and applicants for employment based on individual qualifications and without regard to race, religion, gender, age, national origin, mental or physical disabilities, sexual orientation, or any other similarly protected status. It is our policy to comply with all applicable laws governing employment practices and not to discriminate on the basis of any unlawful criteria. WCG values the diverse backgrounds of its employees and works to create an open atmosphere of trust, honesty, and respect. WCG is an equal opportunity employer and does not discriminate in its employment decisions.