



Community Garden Program Manager

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 six main programs: Advocacy & Justice, Community Gardens, Education, Job Training, Volunteers, and Youth & School Gardens.

The Community Garden Program operates in partnerships between Wasatch Community Gardens (WCG) and local municipalities to develop and coordinate sustainable, flourishing community gardens on county- and city-owned land. Gardens are initiated by and implemented with the surrounding community, city and county partners, and WCG. 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 Program Manager reports to the Community Garden Program (CGP) Director and oversees all aspects of managing their assigned gardens and programming. This position works with local community members, stakeholders, and County/city partners to develop new community gardens on partner-owned land and oversees the ongoing management of established community gardens. This position requires a strong sense of organization, project management, interpersonal and conflict management skills, a passion for empowering community members to grow food, and the ability to work with diverse populations to actively build equitable access to healthy, organic, local food.

Primary Responsibilities:

Garden Management 80% (~32 hours/week, variable with seasons)

- Oversee ongoing management of community gardens in line with program standards and policies
- Ensure garden infrastructure (irrigation systems, shed, etc.) is maintained in coordination with WCG Community Garden Site Manager
- Train, support, and coordinate large groups of garden members to carry out ongoing garden maintenance and operations (irrigation prep, compost management, pest monitoring, weed management, etc.)
- Facilitate new gardener orientations and spring/fall garden meetings
- Constructively address conflict in gardens and provide mediation among gardeners as needed
- Coordinate with International Rescue Committee's New Roots program and other community partners to enhance participation of underserved communities in community gardens with support from WCG Partnership Manager
- Maintain database records for each community garden and update gardener records as needed
- Maintain garden waitlists, process garden plot registrations, and manage gardener renewals
- Proactively and clearly communicate community garden expectations with gardeners
- Impartially and equitably enforce garden policies and standards
- Ensure program meets contracted requirements of the contract partner, including annual reports and regular communication
- Connect gardeners to educational resources to help them have success with gardening in our climate

- Work with community gardeners, municipal partners, and the WCG Volunteer Program Director to plan and execute garden improvement projects

Garden Development 10% (~4 hours/week, variable throughout development stages)

- Promote and publicize the Community Garden Program in coordination with program partners
- Cultivate relationships with existing local organizations (nonprofits, social service agencies, etc.) to enhance participation in gardens of historically under resourced communities
- Work collaboratively with city/county partners to review and select new community garden sites
- Facilitate planning and implementation of new community garden projects with local partners and community garden group organizers, including hosting open houses, inviting community involvement, and managing volunteers
- Support infrastructure installation in coordination with WCG Community Garden Site Manager and program partners

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

- Manage program budget, track expenses, and submit reimbursement requests
- Participate in Community Garden Program trainings, meetings, and strategic planning
- Participate in WCG signature events and general staff responsibilities
- Take on other program-related duties as needed

Qualifications:

Strong candidates will offer the following skills and experiences:

- Commitment to community empowerment, involvement, and supporting culturally responsive food initiatives
- Ability to collaborate with community members from diverse backgrounds in individual and group contexts
- Community organizing, engagement, and facilitation experience
- Project management 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 interpersonal conflict and provide mediation as needed
- Ability to work with and maneuver within bureaucratic systems
- Basic computer skills including MS Office, Google suite, and Apple operating systems
- Ability to work occasional evenings and weekends
- Access to reliable transportation to attend community meetings and events
- Ability to accomplish physical tasks of garden management including bending, lifting, digging, etc.
- Knowledge of organic gardening methods and/or a desire to learn

Preferred Qualifications

- Bachelor's degree in related field
- Professional mediation experience
- Experience working in the community non-profit or advocacy world
- Experience working in or with local government
- Familiarity with local resources (gardening, community, etc.)
- Experience using CiviCRM or similar customer relationship management tool(s)
- Experience starting or coordinating 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 hiring range of \$40,000-\$45,000 and a growth range of \$40,000-\$50,000. Includes health insurance, 401K, HSA, paid holidays, sick and vacation leave, and access to garden produce.

To Apply:

Please email the following materials to openings@wasatchgardens.org:

- Resume
- 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 Program Manager" in the subject line of your email. Applications will be accepted until 5:00 pm on Tuesday, July 1, 2025. **Applications without responses to the questions above will not be considered.**

Final candidate may be asked to submit to and clear a background check.

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.

The statements herein are intended to describe the general nature and level of work performed by employees, but may not be a complete list of responsibilities, duties and skills required of personnel so classified. No contract, either express or implied regarding the procedures, terms, conditions or duration of employment is created by this Job Description.

At WCG neither the employee nor the organization is committed to an employment relationship for a fixed period of time. **Employment with WCG is at-will. Either the employee or management has the right to terminate the employment relationship at any time, for any reason. The language used in this handbook and any verbal statements by management are not intended to constitute a contract of employment, either express or implied, nor is there a guarantee of employment for any specific duration. The at-will nature of your employment is not affected by any of the guidelines of this job description and cannot be modified by any oral promise from any supervisor or by any other writing, unless duly executed by the employee and the Executive Director.** Except for the at-will nature of the employment, the organization reserves the right to suspend, terminate, interpret, or change any or all of the guidelines mentioned, along with any other procedures, practices, benefits or other programs of WCG. These changes may occur at any time, with or without notice.