

POSITION ANNOUNCEMENT

Community Garden Manager

Job Description:

InterIm Community Development Association (ICDA) is seeking a talented and motivated individual to manage and maintain the Danny Woo International District Community Garden. The garden provides the neighborhood's low-income seniors an opportunity to stay active and social through gardening. The Garden's one and a half acres comprise half of the neighborhood's greenspace and contains nearly 100 garden plots, dozens of fruit trees, and ornamental gardens.

Ideal candidates will effectively coordinate volunteers, be self-motivated and resourceful, and have experience and knowledge about gardening, fruit tree pruning, and landscape maintenance. They will also be able to engage with a largely non-English speaking community, work with fundraising staff to help raise funds by preparing grants and project proposals as well as cultivating a donor base, address safety issues and illicit activities within the garden, and be involved with the community at large to address garden and open space issues. The candidate will also oversee the youth and children's garden program, collaborating with our organization's youth program and other community partners on curriculum and programming.

Responsibilities:

- Manage community garden staff in order to facilitate garden programming and to improve and maintain the garden. Oversee the recruitment, training, and management of volunteers, including service-learning students from local universities. Facilitate volunteer garden maintenance activities.
- Maintain the garden's appearance, landscaping, pathways, fruit orchard, common garden's annual vegetables, structures, plumbing, and electrical systems either directly or through guiding volunteer efforts. Procure materials necessary for various tasks to be accomplished.
- Oversee youth and children's garden program through training AmeriCorps members, interns and/or staff. Work with InterIm's youth program manager and community partners on curriculum and programming.
- Coordinate the registration of individuals to garden plots, maintain a waitlist of interested gardeners, and facilitate gardener meetings.
- Coordinate projects with local university classes in order to improve the garden and its programs such as: research projects, infrastructure repairs, and curriculum planning.
- Work with the Community Development and Sustainability Director to develop and execute an annual operating plan for the garden, including the budget.
- Help raise funds as part of a team for garden projects by preparing grant applications, executing additional fundraising activities, and procuring in kind donations and services.
- Coordinate community events such as the annual Pig Roast and foster positive public exposure for the garden. Respond to and represent the garden for PR activities such as garden tours, speaking about the garden at events, and tabling for events.

Skills/Qualifications:

Required:

- 1 year experience with program management, development and implementation.
- Knowledge of organic gardening practices, landscape maintenance, and fruit tree pruning.

- Excellent written, verbal, and non-verbal communication skills.
- Must be able to lead group volunteer events, garden tours, community meetings, and educational workshops.
- Good organizational and coordination skills.
- Must be able to coordinate logistics of group volunteer events, community events, and physical improvement projects.
- Must be able to work independently and work outside year-round.
- Knowledge of word processing, spreadsheets, and desktop publishing applications.
- Ability to work in an outdoor urban environment

Desired:

- Grant writing or fund raising experience – in coordination with our Resource and Marketing Manager and Community Development Manager.
- Fluency of Cantonese, Mandarin, or Korean.
- Valid driver's license

Hours:

0.8 FTE-1 FTE or 32-40 hours per week

Flexible weekday schedule with occasional weekend shifts

Salary Range:

\$17-\$19 per hour depending on experience; competitive medical, dental, and vision benefits

HOW TO APPLY

Application Instructions:

To be considered for this position, you must submit the following:

1. A cover letter summarizing your interest and specifically addressing the qualifications outlined in this job announcement.
2. A current resume

All applications must be submitted by 5pm, May 8th, 2017

Applications should be sent via email to ple@interimicda.org or via USPS mail To InterIm CDA, Attn: Phi Le, 310 Maynard Avenue South, Seattle, WA 98104.

Questions about this job announcement or submitting an application may be directed to Phi Le at ple@interimicda.org or (206) 623 – 5132 ext. 311