



Community Garden Coordinator (Full-Time)

Grassroots Gardens of Western New York, Inc. is a dedicated group of community gardeners and activists. Our mission is to share knowledge, power and resources to grow healthy food, heal systemic harm, and strengthen neighborhood connections through community gardens.

We seek to build a lasting network of land and people growing healthy communities.

We are seeking a permanent, full-time and salaried Community Garden Coordinator who shares our values of Equity and Justice, Community Leadership, Fostering Connections, Stewardship, and Restorative Practices. We expect the position will begin in February 2023.

Position Summary:

The Community Garden Coordinator is responsible for the support of new community gardeners and acts as a liaison for all community gardeners in our network throughout Buffalo and Niagara Falls.

The Coordinator helps build gardeners' skills, answers their questions, ensures they have the tools needed to be successful and assists with annual events and programming. The Coordinator also supports volunteer groups in the gardens and performs community outreach when requested. Furthermore, the Coordinator carries out resource procurement, enters data and produces required reports in support of funded garden projects, under the direction of the Program Manager or Executive Director.

This position is salaried, non-exempt, and 40 hours a week. Scheduling is somewhat flexible but at least 3 day shifts a week are necessary and there will be occasional evenings and Saturdays. The Community Garden Coordinator reports to the Program Manager but will also work directly with the Executive Director on certain administrative duties. Salary is expected to be \$42,000. Benefits include paid time off, health care, a simple IRA with match, a flexible schedule and work environment, and a chance to create real community change.

Principal Duties and Responsibilities

Community Garden Support and Community Engagement

- Leads new community gardeners in establishing a community garden, including building raised beds onsite and initial plantings.
- Provides technical assistance to all community gardeners and answers their questions about plant needs and garden care, soil health, basic organic pest control and troubleshoots garden concerns. Seeks supervision when further consultation is needed to address garden issues.
- Maintains ongoing and regular communication with lead gardeners.
- Supports volunteer events in community gardens as requested by gardeners or staff.
- Distributes materials, tools, and supplies to gardeners throughout the growing season.
- Conducts annual reviews of each garden and collects information from gardeners about garden needs for following season and maintains garden records.
- Responds to community requests for information about joining or starting a garden.
- Represents GGWNY at community coalitions as assigned.
- Collaborates with Program Manager to support a series of workshops for community gardeners and the public and participates as an educator as comfortable with topics.
- Assist Program Manager in supervising and collaborating with Seasonal Garden Technicians to address maintenance needs of gardens as requested.



Administrative

- Supports grant-based programming and reporting as requested by the Executive Director .
- Attends monthly staff meetings.
- Supports Program Manager and Executive Director in administrative duties related to the garden program as requested, including outreach to vendors, particularly during the off season.

Necessary Qualifications:

- Demonstrated ability, experience, and interest in working with diverse communities, including communities of color, people with disabilities, and people in economic need
- Demonstrated knowledge and high level of comfort with gardening and native plant care
- Effective communication skills, both verbal and written
- Experience or willingness to learn to work with power tools for basic carpentry and landscaping tasks
- Ability to manage many projects at one time with timely followthrough
- Ability to work independently and with attention to detail
- Ability to lift at least 40 pounds
- Ability to work in team settings
- Valid driver's license and clean driving record

Helpful Qualifications to have:

- Professional degree or certificate in horticulture, agriculture, or environmental science, etc.
- Proficient in Microsoft Word, PowerPoint and Excel and Google Apps
- Comfort with social media
- Strong knowledge of native plants

Grassroots Gardens WNY seeks to build an organization and culture fully reflective of the communities where we work and grow. We are committed to building an equitable and inclusive organization and strongly encourage applications from People of Color, LGBTQ+ individuals, women, individuals living with disabilities, veterans, and people from working class backgrounds. **We particularly encourage those who may not meet all the qualifications, but who possess relevant lived experiences, commitment to learning, and a strong alignment with our organizational values to apply.** We will strive to make accommodations to the work environment to facilitate the ongoing success of the selected candidate as needed.

To apply, please send a cover letter and resume to Loc Tran, Program Manager, Grassroots Gardens WNY via email to Loc@grassrootsgardens.org or mail it to Loc's attention at GGWNY, 389 Broadway St., Buffalo, NY 14204 by January, 15th 2023. **No phone calls please.**