



## **Greenway Community Gardens Manager**

Immediate Opening

### **Position Description**

Urban Tilth is excited to announce an immediate opening for a Greenway Garden Manager serving the Greenway Gardens at 6th Street and 16th street along the Richmond Greenway Trail. This position will support a five member crew in completing garden and site improvement projects, site maintenance, community programming, volunteer coordination, and community engagement along the Richmond Greenway.

The Richmond Greenway can be a very challenging and an extremely rewarding place to work. These two sites located in the heart of Richmond's Iron Triangle neighborhood along a pedestrian trail called the Richmond Greenway are Urban Tilth's first gardens. This space is used by community members from all walks of life including local families attending schools surrounding the Greenway, neighbors, cyclists, runners, dog walkers, and members of Richmond's unsheltered community. This community also includes some of the highest density of children and families, primarily Latinos and African Americans who want, need and deserve a beautiful place to be outside, learn about and access healthy food.

\*The right candidate for this position will not just be interested in community gardening and community engagement but they will also have a deeply rooted commitment to social justice, an understanding and experience of systemic oppression and discrimination, and ideally a strong connection to the Richmond community.

**\*Due to the nature of this position, contact with at-risk communities and West Contra Costa School District properties COVID-19 vaccinations and boosters, background check, fingerprinting and TB test are required for employment.**

### **Key Responsibilities**

The Greenway Community Gardens Manager is responsible for managing all 6th Street Community Garden and 16th st Edible Forest projects, including garden improvements, and maintenance. This also includes working with the Greenway Community Organizer to conceive, plan and coordinate all community engagement projects, volunteer events and special community events, as well as work with the Urban Tilth education team to support the planning, preparation and coordination of all garden education classes, after-school programs and school field trips to the Greenway Gardens.

The Greenway Gardens Manager is primarily responsible for communicating directly with City of Richmond staff, working with Greenway crew to make sure that there are specific crew

members assigned to represent Urban Tilth at the Friends of the Richmond Greenway, Coronado neighborhood council and Iron Triangle Neighborhood Council, Greenway Collaborative meetings and other stakeholder meetings and projects, as well as working with the Fund Development team to create systems that help tell the story of the programs and services Urban Tilth provides along the Greenway for the Richmond community.

**Position responsibilities:**

- Work with the Greenway Garden team to plan, implement and track garden maintenance for all Greenway Gardens
- Participate in all site development and maintenance work days modeling crew behavior and being present to hold crew accountable to work site and organizational agreements.
- Work with the Greenway Garden team and or contractors to plan, design and install new garden infrastructure and improvements
- Work with the Greenway Community Organizer and garden crew to conduct effective community outreach for Greenway Gardens programming and community events that does not only depend on social media but includes robust canvassing, flyers and other creative in person outreach methods that work best in low income multi-lingual neighborhoods surrounding the Richmond Greenway.
- Work with the Greenway Garden team to plan and coordinate volunteer days and events to assist with garden maintenance and improvement projects and share knowledge about urban gardening with local residents.
- Work with Greenway Community Organizer and Greenway crew to create, plan and coordinate impactful special events, community engagement projects, youth and adult educational programming for the Greenway Gardens.
- Ensure Greenway Garden Team posts weekly social media project updates with photos, captions and titles
- Complete all timesheets and submit all expense reports on a weekly basis to support funder billing
- Work with the Greenway Garden Team to maintain daily, weekly and monthly data collection for all Greenway programs
- Document Greenway gardens and garden programming via monthly board reports and annual summary report
- File monthly reports before the 5<sup>th</sup> day of each month for the prior month
- Schedule and facilitate weekly Greenway Garden Team crew meetings
- Attend all Friends of the Richmond Greenway and other stakeholder meetings
- Create and maintain relationships with stakeholders, organizations and individuals
- Assist in fund development for the Greenway Gardens and Urban Tilth as a whole
- Deliver presentations at annual board staff retreats and strategic planning meetings

- Attend ALL Urban Tilth staff meetings
- Participate in ALL Urban Tilth projects, programs and events including the Summer Apprentice Program
- Attend trainings and conferences to continue to develop professional skills

**Required:**

- Experience working in Richmond and comfortable moving around in Central, South and North Richmond
- Experience working with African American, Latinx, immigrant and low income communities of color
- 3+ years hands on gardening experience
- Drivers license and clean driving record
- Interest, ability and excitement to lead the garden crew in person Monday - Friday from 9am - 1pm, 2nd and 3rd Saturday of each month and other weekends for community events and volunteer days. (when weekends are required, weekdays will be taken off.)
- Strong conflict resolution, leadership development, verbal and written communication skills
- Collaborative yet self-driven work style
- Ability to lift 50 lbs
- Ability to work outside in inclement weather and terrain (rain or shine)
- Proficiency in online social media, communications and Google Drive
- Comfortable managing multiple tasks and picking up new tasks as needed

**Desired:**

- Bilingual Spanish
- Interest in environmental and garden education
- Knowledge of or interest in Fruit Tree Care
- Experience working with primary school children and youth

**Compensation:**

- Full time
- Salary position: \$65,000 - \$70,000 annually depending on experience
- Benefits: Medical, dental, life, wellness fund, paid sick leave, vacation and holidays and paid winter break
- Some weekends and holidays required

***\*People of Color, North Richmond, Richmond and San Pablo residents, LBGTQ and formerly incarcerated are encouraged to apply.***

**How To Apply:** Please email cover letter, resume and references to: [employment@urbantilth.org](mailto:employment@urbantilth.org)  
ATTN: Greenway Hiring Committee - Greenway Gardens Manager

Urban Tilth has a great team and we are doing great things.

To learn more about our work visit:

Our Website: [www.urbantilth.org](http://www.urbantilth.org),

Facebook page: [facebook.com/urbantilth](https://facebook.com/urbantilth)

or Google Urban Tilth.