



Greenway Community Garden Coordinator

Immediate Opening

Position Description

Urban Tilth has an immediate opening for a Garden Coordinator serving the Greenway Gardens at 6th Street and 16th street. This position will support site maintenance, community programming, volunteer coordination, and garden development under the supervision of the Greenway Gardens Manager.

The Richmond Greenway can be a very challenging place to work. These two sites Urban Tilth maintains are located in the heart of Richmond's Iron Triangle neighborhood along a pedestrian trail called the Richmond Greenway. This space is used by community members from all walks of life including local neighbors, cyclists, runners, dog walkers, and also members of Richmond's houseless community. Additionally, there is a considerable amount of prostitution, and community members dealing with addiction and mental health issues who frequent the Greenway and do not have the support of services from City of County. This community also includes some of the highest density of children and families, primarily Latino immigrants 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 learning more about gardening 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.

The Garden Coordinator is responsible for supporting all 6th Street Community Garden and 16th st Edible Forest projects, including garden improvements, maintenance, as well as supporting the preparation of all garden education classes, after-school programs, volunteer events and special community events. The Greenway Garden Coordinator is also responsible for representing Urban Tilth at the Friends of the Richmond Greenway Collaborative meetings, neighborhood council meetings and other stakeholder meetings and projects.

*Due to the nature of this position a **negative** COVID-19 test, background check, fingerprinting and TB test are required for employment

Position responsibilities:

- Support the delivery of impactful community engagement, youth and adult educational

programming

- Support the execution of garden maintenance plans
- Participate in site development and maintenance work days
- Work with the Greenway Community Gardens team to conduct effective community outreach for programming and community events
- Work with the Greenway Garden Team to post weekly social media project updates with photos, captions and titles
- Work with the Greenway Community Gardens Team to maintain daily, weekly and monthly data collection for all Greenway programs including but not limited to: before and after maintenance photos, volunteer day photos, sign in sheets and workday logs
- Complete all timesheets and submit all expense reports on a weekly basis to support funder billing
- Attend all Greenway Garden Team crew meetings
- Attend the Wednesday Farm Stand at Unity Park from 2pm - 5pm
- Attend all Friends of the Richmond Greenway and other stakeholder monthly meetings
- Assist in fund development for the Greenway Gardens and Urban Tilth as a whole
- Participate in 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 and Martin Luther King National Day of Service
- Attend trainings and conferences to continue to develop professional skills

Required Skills:

- Experience working in Richmond and comfortable moving around in Central, and North Richmond
- Experience working with immigrant and low income communities of color
- 1- 2 years gardening experience
- Strong conflict resolution, 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)
- Experience working with primary school children and youth
- Proficiency in online social media, communications and Google Drive

- Comfortable managing multiple tasks and picking up new tasks as needed

Desired Skills:

- Bilingual Spanish
- Interest in environmental education
- Knowledge of or interest in Fruit Tree Care
- Drivers license and clean driving record

Compensation:

- Hourly position: \$17.50 - \$18.50 depending on experience + sick leave & paid holidays
- Part-Time position (20 hours per week)
- Some weekends and holidays required

***People of Color, North Richmond, Richmond and San Pablo residents, LBGQT and formerly incarcerated, were encouraged to apply.**

How To Apply:

Please email cover letter, resume and references to: employment@urbantilth.org

ATTN: Greenway Hiring Committee - Greenway Gardens Coordinator Position

Urban Tilth has a great team and we are doing great things. To learn more about our work visit our website: www.urbantilth.org, facebook page: facebook.com/urbantilth or google Urban Tilth.