



Greenway Community Engagement Assistant

Urban Tilth is seeking a part-time position as a Greenway Community Organizer Assistant. The Greenway Community Engagement Assistant will work under the direction of the Greenway Community Engagement Manager **Arleide Santos** to assist with the planning, outreach, and coordination of community engagement activities, events, and campaigns on and around the Richmond Greenway.

POSITION RESPONSIBILITIES

- Assist with prep for community events
- Assist with outreach including drafting the newsletter, and drafting the postcards sent out to recruit volunteers and program participants.
- Assist with campaign-related projects
- Attending community meetings such as the Neighborhood Council meetings for Coronado, Santa Fe, and Iron Triangle and Parks and Recreation Commission to give regular reports and presentations on Greenway activities.
- Assist with weekly social posts documenting the work of the Greenway Community Engagement team
- Attend professional development training as needed to continue to improve and update skill sets and or expand knowledge of the areas of food, social, economic, and environmental justice in which Urban Tilth works.
- Support and participate in all staff work days, special annual events, training, and annual board and staff retreats.
- Attend Urban Tilth monthly all-staff meetings, mandatory all-staff events, and annual all-staff strategic planning retreats.

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 of community engagement experience
- Strong conflict resolution, verbal and written communication skills
- Collaborative yet self-driven work style
- 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 Skills:

- Bilingual Spanish
- Driver's license and clean driving record

Compensation:

- Hourly position: \$23.00
- Part-time position (20 hours per week)
- Some weekends and holidays required

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

How To Apply:

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

ATTN: *Greenway Hiring Committee - Greenway Community Organizer Assistant*

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.