



Job Title: Plot it Fresh Garden Coordinator and Greenhouse Production Assistant

Start Date: Immediately

Reports to: Director of Urban Agriculture and Food Initiatives

Organization Description

Greater Newark Conservancy fosters collaboration in our community at the intersection of environmental, food, and racial justice to promote the health and wellbeing of Newark residents. Our programs work to reverse the long history of systemic racism to improve social determinants of health by expanding access to green spaces, nutritious food, wellness education, and youth development. We envision Newark and its surrounding communities with universal and equitable access to nutritious food and a green, resilient, sustainable, and healthy urban environment for living, work, and recreation.

Position Description

We are seeking a motivated and passionate individual to join our organization as a Community Garden Coordinator and Laborer. This dual role combines community engagement and management of a community garden with hands-on farm labor tasks. The ideal candidate will have a strong understanding of sustainable agriculture practices, experience in coordinating community garden activities, and the ability to perform physical farm work.

The Coordinator will have a regular schedule of 20-30 hours per week with evening and weekend hours required. Applicants should be prepared to maintain a consistent work schedule and be comfortable working in various outdoor conditions.

Primary Program and Field Work Responsibilities

Community Garden Coordination:

- Develop and implement strategies to engage and involve the local community in the community garden project.
- Coordinate garden plot assignments, ensuring fair distribution and proper documentation.
- Coordinate community garden workshops, ongoing classes, educational programs, and events to promote gardening skills, sustainable practices, community building, health and wellness.
- Collaborate with community members to identify program needs and interests.
- Administer surveys and collect data for reports.
- Maintain communication channels with garden plot holders, addressing inquiries, providing support, and fostering a sense of community among participants.
- Oversee garden maintenance, including mowing, composting, pest control, and overall cleanliness.
- Coordinate volunteer efforts, organize workdays, assigning tasks, and providing guidance.

Farm Labor:

- Perform a variety of physical farm labor tasks, including but not limited to planting, weeding, harvesting, and soil preparation.
- Assist in the implementation of sustainable farming practices, such as crop rotation, cover cropping, and integrated pest management.
- Operate and maintain farm tools and equipment, ensuring their proper functioning and safety.
- Support the farm staff in monitoring crop health, identifying pest and disease issues, and implementing appropriate remedies.
- Participate in the packing and distribution of harvested produce for food distribution programs including farmers' markets, as needed.
- Contribute to the overall cleanliness and organization of the farm area.
- Other responsibilities as they arise.

Qualifications

- A strong passion for sustainable agriculture, community engagement, and food justice.
- Bachelor's degree in horticulture, environmental science, community development, or a related field preferred.
- Familiarity with organic farming practices and experience in hands-on farm work.
- Proven experience in program development and community engagement.
- Excellent interpersonal and communication skills to engage and work effectively with diverse community members and volunteers.
- Strong organizational and project management skills.
- Physical stamina and ability to perform manual labor in various weather conditions.
- Basic knowledge of horticultural practices, including planting, watering, and pest control.
- Familiarity with farm equipment operation and maintenance is a plus.
- Willingness to work flexible hours, including weekends and evenings, as required.
- Valid driver's license and reliable transportation to access the farm and community garden site.
- Proficient in Microsoft Office and familiarity with social media platforms.

Note: This job description is a general guideline and may be subject to change based on the organization's needs and priorities.

Compensation: The salary range for this position \$15.50-\$19 per hour

To Apply: Send a resume *and* cover letter to Michele Robinson at mrobinson@citybloom.org
In the subject line of your email, indicate that you are applying for the *PIF Coordinator* position.