



**Greater Newark Conservancy**  
32 Prince Street, Newark NJ 07103  
973-642-4646  
[www.citybloom.org](http://www.citybloom.org)

**Job Title:** Plot-It-Fresh Program Manager

**Department:** Urban Agriculture & Food Initiatives

**Reports To:** Director of Urban Agriculture and Food Initiatives

**Type:** Seasonal Part-Time (25 hours/week from April-November)

*\*Note that this role has the potential to go full-time starting in June 2025*

**Availability:** Tuesday-Saturday Preferred

**Start Date:** April 1, 2025

### **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.

### **The Plot-It-Fresh Community Garden Program**

The Plot-It-Fresh Community Garden Program aims to connect Newark residents to gardening spaces throughout the city. For the 2025 season, the Greater Newark Conservancy is partnering with existing community garden locations (Plot-It-Fresh Host Sites) to connect Plot-It-Fresh gardeners with a garden location best suited to their gardening goals and accessibility needs. Our mission is to Get People Growing!

### **Position Description**

The Plot-It Fresh Program Manager will be responsible for the planning, execution, and overall success of our community gardening initiatives. This includes overseeing the program operations at multiple community garden sites, liaising between host sites and gardeners, providing educational workshops, and maintaining strong relationships with stakeholders. The Program Manager is responsible for leading the administration of the program, including overseeing the enrollment process, assigning gardeners to host sites, overseeing orientations at each host site and supporting gardeners throughout the season. The ideal candidate will have a background in gardening and horticulture, community outreach, and program management, with a deep commitment to food access and community engagement.

### **Primary Responsibilities**

*\*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Predictable, reliable, and punctual attendance is an essential function of the job role.*

- Support the planning and implementation of the Plot-It-Fresh Program
- Oversee program implementation at each Plot-It-Fresh host site, using effective communication and organization to ensure satisfactory execution

- Serve as the main point-of-contact for the program, offering guidance and support where needed
- Support gardeners in the program throughout the season, ensuring they are aware of operating guidelines at each host site and resolving issues as they arise
- Manage the registration process as well as garden bed assignments for program participants
- Foster strong relationships with gardeners, partners, volunteers and other stakeholders and program participants
- Develop and implement an educational workshop series aimed at increasing gardening skills for program participants
- Develop and enforce garden policies, agreements, and best practices.
- Track program impact, maintain records, and report on key metrics.
- Manage tool, seed, and supplies that support the program at each host site
- Support in recruiting community gardeners to participate in the program and support overall marketing efforts of the Plot-It-Fresh Program
- Foster a welcoming, inclusive environment for all gardeners.

### **Qualifications**

- High School Diploma or equivalent required. Bachelor's degree in horticulture, agriculture management, environmental sciences or similar degree preferred
- Valid driver's license with 3-years of driving experience required
- Strong computer literacy, including Microsoft Office, Google Suite and social media platforms required
- Comfortable with community engagement activities, including organizing meetings and outreach
- Passion for food justice, community-led initiatives and gardening
- Highly organized, detail-oriented and able to manage multiple tasks and priorities
- Effective written and oral communication skills
- Excellent program management and leadership skills
- 2-3 years working in community gardens, agriculture, horticulture and/or food systems
- 1-2 years working in community engagement, especially in a non-profit capacity preferred
- Bilingual in English & Spanish, English & Portuguese, or English and Haitian Creole a plus
- Able to work outdoors in varying weather conditions

### **Physical Demands**

*\*The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of this job.*

- Regular work schedule for this position is approximately 25 hours per week from April thru November 2025
- Unless otherwise noted, this role will take place in person, either in the office of Greater Newark Conservancy, or out in the field
- Must regularly lift and/or move up to 20 pounds
- Specific vision abilities required by this job include: Close vision, Distance vision, Peripheral vision, Depth perception, Ability to adjust focus and Ability to match or detect differences between colors, including shades of color and brightness
- While performing the duties of this job, the employee is regularly required to talk or hear

- The employee is frequently required to stand, bend, and walk

**Compensation**

The salary range for this position starts at \$23/hour.

**To Apply**

Send a resume and cover letter to the Director of Urban Agriculture, Abigail Martone, at [amartone@citybloom.org](mailto:amartone@citybloom.org). In the subject line of your email, indicate that you are applying for the *Plot It-Fresh Program Manager* position.

*Greater Newark Conservancy is an Equal Opportunity Employer and is committed to providing equal employment opportunities to all applicants and employees without regard to race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or any other characteristic protected by applicable law. Greater Newark Conservancy is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities.*