

**Position Title:** Garden Coordinator

*In March of 2020, MHC suspended all educational programming and volunteer opportunities in response to the COVID-19 pandemic. Since then, the pantry has been operating as a drive-thru, with staff distributing pre-packed boxes of food outdoors every Tuesday, Wednesday, and Thursday during the hours of 12 - 2 PM and 4 - 6 PM. Until it is safe for volunteers and educational programming to return, the Garden Coordinator (and all staff members) should expect to spend much of their time on these days (Tuesday - Thursday) supporting pantry operations. Like the actual Garden Coordinator position, this is a very physical job, and includes packing food boxes, packaging produce, restocking, unloading deliveries from the food bank, loading boxes into patrons' vehicles, and helping to keep our working space clean and organized. The job description below reflects the job pre-COVID, and describes what the Garden Coordinator should expect to do when it is safe to return to in-person programming.*

**Job Objective:** To support MHC's community garden education

**Reports to:** President/CEO; 1 month provisional employment period, followed by 3-month evaluation.

**Supervises:** Community Garden Interns and volunteers, food pantry volunteers

**Status:** Salary, full-time 40 hours/week (37 hours Community Garden, 3 hours food pantry)

**Salary:** \$34,500

**Benefits:** PTO, Group Health Insurance plan, employer pays 85% of premium

Mother Hubbard's Cupboard is a community food resource center that increases access to healthy foods for all people in need in ways that cultivate dignity, self-sufficiency, and community. The Garden Program manages an on-site, open-harvest, organic community garden, where interns, volunteers, and patrons come together to learn, share, and grow skills related to the growing of food through hands-on experience. The community garden is a place that welcomes patrons to experience and harvest a variety of fresh produce as part of their pantry shopping experience. Staff, interns, and volunteers work together to make the garden a welcoming space of open engagement, skill sharing, and community building.

We are currently seeking a Garden Coordinator to direct available resources and people to make the garden grow in ways that:

- Build community through patron engagement with the garden and garden-related activities
- Provide opportunities for the sharing of gardening skills and knowledge through accessible experiences in the garden and classroom
- Are responsive to patron needs

**Qualifications:**

1. Must believe that access to healthy food is a basic human right.
2. Passion for food justice and community garden programming.
2. Identify with the [vision, mission, and values](#) of MHC.
3. Experience planning and maintaining an organic vegetable garden or farm.

4. Ability to lift at least 40 pounds and to physically lead the tasks of garden maintenance.
5. Excellent communication skills, oral and written.
6. Strong interpersonal skills and the ability to work effectively both as a member of a team and independently.
7. A collaborative and flexible working style.
8. Strong leadership capability with the ability to support, direct, and educate a diverse array of patrons, volunteers, and interns.
9. Ability to work with people of all ages and backgrounds.
10. Excellent organizational skills.
11. Ability to multi-task and think outside of traditional norms.
12. Resourceful and open to creative solutions and opportunities.
13. Ability to prioritize projects, work within short time frames, and meet deadlines.
14. Self-motivated and hardworking, with a positive attitude.
15. Desire to continuously learn and teach about gardening, community building, and food justice.
16. Must provide proof of Covid-19 vaccination.

### **Essential Duties and Responsibilities**

1. Work with staff and volunteers in the implementation of short and long-range plans, policies and programs of the Hub.
2. Responsible for coordinating day-to-day planning and operation of the gardening program for optimal system health, production, and usability.
3. Coordinate garden education programming
4. Support food pantry operations and other programs as needed.

### **Community Garden Program**

1. Recruit, train, and coordinate a diverse group of volunteers, patrons and interns in the fun and fruitful maintenance of the community gardens.
2. Plan, promote and execute educational opportunities for MHC patrons, with an emphasis on building relationships and community
3. Provide materials for patrons to garden at home as easily and economically as possible
4. Plan for the health and long-term sustainability of the garden
5. Act as liaison between Mother Hubbard's Cupboard and Community Garden Program partners
6. Write, implement, and manage Garden Program budget, including making and tracking purchases
7. Oversee Garden program recordkeeping to track and analyze program inputs and impact
8. Manage supplies and materials (compost, seeds, containers, etc.) for garden program and for sharing with patrons
9. Maintain the outdoor space (i.e. keep sidewalk clear and accessible, keep entry into lot clear of obstructions)

### Administration and Communication

1. Meet with Education Team weekly
2. Meet with garden interns monthly
4. Participate in weekly MHC Staff meetings and ongoing staff trainings
5. Participate in MHC fundraisers and special events as needed
6. Take photos of program activities, and note stories to share in MHC communications
7. Support and update MHC's website, blog and other social media sites
8. Contribute to monthly Garden and Nutrition Newsletter
9. Other duties as assigned.

### **How To Apply:**

**Applications accepted until September 6<sup>th</sup> and will be reviewed as received. Interested applicants may do ONE of the following:**

1. Send resume and cover letter to Amanda Nickey at [amanda@mhcfoodpantry.org](mailto:amanda@mhcfoodpantry.org)
2. Complete this [form](#).

**To learn more about Mother Hubbard's Cupboard please visit [www.mhcfoodpantry.org](http://www.mhcfoodpantry.org)**

### **MHC non-discrimination Statement**

Mother Hubbard's Cupboard is a values-based organization with a deep commitment to building transformative culture and challenging racism, sexism, homophobia, and oppression in all its forms. MHC is an equal opportunity employer committed to identifying and developing the skills and leadership of people from diverse backgrounds and challenging historic patterns of political marginalization and oppression. People of Color, working-class people, differently-abled people, and LGBTQ persons are strongly encouraged to apply.

*This non-discrimination statement has been adapted by MHC from Center for Storybased Strategy*

**Date Revised: August 2021**