



LOWER NEHALEM  
COMMUNITY TRUST

## COMMUNITY GARDEN COORDINATOR POSITION

**Organization:** Lower Nehalem Community Trust

**Hours:** Year-Round, Part-Time, *OR*, increased hours over a 9- or 10-month period to allow for a block of time off during November, December, and/or January.

**Pay Range:** \$17 to \$21 per hour, depending on experience

### Key Responsibilities

#### **Volunteer Coordination**

- Work well with our Community Garden volunteers, and assist with recruitment and training.
- Promote positive relationships throughout the garden program.
- Ensure that hours and activities are accurately documented.

#### **Garden Administration**

- Coordinate the Garden's day-to-day operations.
- Develop the Garden's annual plan, with the Leadership Team.
- Develop and manage the Garden budget.
- Help to plan and manage LNCT's annual plant sale.
- Assist with reports to the Board, periodic articles for the e-Bulletin, and content for social media.
- Maintain productive partnerships with local food security programs.

#### **Education**

- Facilitate a Garden education program.

### Experience & Qualifications

- Positive and supportive interpersonal skills.
- Ability to recruit, develop, and work well with volunteers.
- 3+ years work experience in a farm, large garden, or other agriculture operation.
- Ability to develop garden-related educational activities.
- Successful program or project management.
- Ability to research and apply science-based gardening methods.
- Familiarity with office and internet-based computer applications.
- Ability to lift 40 lbs., and carry equipment in variable and sometimes adverse weather conditions.
- Valid drivers license and reliable transportation to complete job responsibilities.

### Highly Desirable Experience & Qualifications

- Certified Master Gardener
- Experience in Greenhouse operation and maintenance
- Knowledge of irrigation system operation and maintenance
- Strong writing and oral communication skills

### Hours, Salary and Benefits

- 30 hrs./wk from February to April, and 15 hrs./wk from May to January, *or*, increased hours over a 9- or 10- month period, with a block of time off during November, December, and/or January.
- \$17 to \$21 per hour, depending on experience and training.
- Paid personal leave, travel reimbursement, and professional development opportunities.

*Lower Nehalem Community Trust actively seeks diversity in its programs. We encourage people of all backgrounds to participate in our programs and to help us meet our goals of conservation, education, and community engagement.*



## **LNCT BACKGROUND:**

Lower Nehalem Community Trust (LNCT) was founded in 2002 to serve the Nehalem River region of the North Oregon Coast. We are a nonprofit land trust that stewards over 300 acres of land, with a focus on conservation, habitat restoration, education, and community engagement.

Our Community Garden sits on an acre of land at Alder Creek Farm in Nehalem, Oregon. The Garden produces food for our gardeners and their families, and donates the surplus to our local North County Food Bank and Nehalem Food Pantry.

The Garden is managed through a volunteer team structure, with teams focused on the following:

- ▶ Vegetable row garden
- ▶ Permaculture garden
- ▶ Composting system
- ▶ Irrigation system
- ▶ Fruit orchard of heritage and newer trees
- ▶ Greenhouse, hoop house, and tunnels
- ▶ Ducks for natural pest control
- ▶ Equipment, mowing & maintenance

The Community Garden also provides educational activities for our gardeners and the wider community.

## **Position**

The Community Garden Coordinator will supervise the Garden's operations and volunteer program.

The ideal candidate will have strong volunteer management and interpersonal skills, be well organized, have a passion for organic gardening, and know soil management.

## **HOW TO APPLY**

To apply for this position please submit the following, in .pdf format, to [resumes@nehalemtrust.org](mailto:resumes@nehalemtrust.org)

1. A cover letter which summarizes, in one page, your interest and most pertinent qualifying experience and training;
2. A current CV or Resumé which documents your pertinent experience, training, and recent job history; and
3. A list of 3 references with contact information.

We will continue to review applications until the position is filled.