



LOWER NEHALEM
COMMUNITY TRUST

COMMUNITY GARDEN COORDINATOR POSITION

Organization: Lower Nehalem Community Trust
Hours: Year-Round, Part-Time (Hours will vary with the seasons - see below)
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 and periodic articles for the e-Bulletin.
- Provide Garden content for social networking.
- 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 work outdoors, lift 50 pounds, 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
- Experience with land trusts
- Strong writing and oral communication skills

Hours, Salary and Benefits

Work hours will average 30 hours per week from February to April, and 15 hours per week from May to January. The pay range is \$17 to \$21 per hour, depending on experience. Benefits include 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

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.