

## Community Garden Coordinator Position Description

**Organization:** Lower Nehalem Community Trust  
**Position Title:** Community Garden Coordinator  
**Reports to:** Executive Director  
**Status:** The Community Garden Coordinator manages our collaborative garden operations and facilitates education and outreach programs related to the Community Garden, including volunteer recruitment, training, and coordination.

### 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 300 acres of land, with a focus on conservation, education, and community engagement.

Our organic Community Garden sits on an acre of land at Alder Creek Farm in Nehalem, Oregon. The Garden produces food for local families and serves to promote and develop conservation consciousness. It is managed through a volunteer team structure, with teams focused on the following:

- ▶ Organic vegetable row garden
- ▶ Permaculture demonstration area
- ▶ Intensive composting system,
- ▶ Multi-faceted irrigation system
- ▶ Fruit orchard of heritage and newer trees
- ▶ Greenhouse, and hoop houses
- ▶ Flock of ducks for natural pest control
- ▶ Equipment, mowing & maintenance

Each year our gardener volunteers work collectively to grow organic produce. Gardeners share the harvest amongst themselves and their families. Surplus harvest, including vegetable plant starts, is donated to the North County Food Bank, Food Pantry and Senior meals program. The Community Garden also provides education activities for our gardeners and the wider community.

### Position

We seek a part-time Community Garden Coordinator who will oversee and manage the LNCT Community Garden's operations. The Coordinator reports to our Executive Director.

The ideal candidate will exhibit a passion for organic gardening, conservation, education, and community, and will maintain a welcoming and educational garden culture.

### 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
4. Preference will be given to applications received by June 21, 2021.

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## **Key Responsibilities**

### **Garden Administration**

- Facilitate a safe, supportive and cooperative atmosphere
- Co-chair the Community Garden Leadership Team with the Board Liaison
- Plan Garden operations and events
- Consult with the Executive Director on other LNCT programs
- Develop and manage the Garden budget, with the Executive Director and Treasurer
- Help to plan, write, and report on grants for Garden projects

### **Garden Management**

- Manage the Community Garden's day-to-day operations.
- Lead the development and implementation of the Community Garden's annual plan with the Garden Leadership Team.
- Facilitate maintenance of Garden equipment and infrastructure.
- Advise, support and assist the Garden teams.
- Facilitate the planning and management of LNCT's annual plant sale.
- Facilitate procurement of equipment and supplies, and allocate resources, for the program.

### **Communication & Outreach**

- Assist the Board Liaison to write monthly reports to the Board, and articles for the e-Bulletin
- Provide Community Garden content for the LNCT website and social networking efforts.
- Cultivate lines of communication within LNCT

### **Partnerships**

- Maintain productive partnerships with local food security programs.

### **Education**

- Facilitate Community Garden education activities.
- Integrate LNCT's conservation values into Community Garden programs and practices.

### **Volunteer Coordination**

- Ensure the recruitment, development, and training of a diverse pool of garden volunteers.
- Promote positive relationships throughout the garden program.
- Ensure that hours and activities in the program are accurately documented.

## **Experience & Qualifications**

- 3+ years work experience in a farm, garden, or agriculture operation of a scale similar to Alder Creek Farm, preferably including organic food production in a maritime climate.
- Proven positive and supportive interpersonal skills.
- Proven ability to recruit, coordinate, develop and engage volunteers.
- Ability to design and develop educational activities.
- Track record of successful program or project management.
- Creative problem-solving skills, with ability to research and apply science-based methods.
- Familiarity with office and internet-based computer applications.
- Ability to work outdoors, perform physically demanding tasks, lift 50 pounds, and carry equipment in variable and sometimes adverse weather conditions.
- Have your own reliable transportation to complete job responsibilities.

### **Highly Desirable Experience & Qualifications**

- Certified Master Gardener
- Experience in Greenhouse operation and maintenance
- Experience in irrigation system operation and maintenance
- Bachelor's Degree
- Experience with land trusts
- Solid writing and oral communication skills

### **Hours, Salary and Benefits**

This is a part-time position. It is anticipated that work hours will average 30 hours per week, from February through April, and 15 hours per week from May through January.

The pay range is from \$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, and welcomes your interest in joining us to meet our goals of conservation, education, and community engagement.*