



Greenway Gardens Program Manager Position Announcement

Position Description

Organization

Founded in 2005, Urban Tilth hires and trains local residents to cultivate agriculture in west Contra Costa County to help our community build a more sustainable, healthy, and just food system. We use our 7 different school and community gardens and small urban farms to strengthen our community's capacity to provide for ourselves, speak for ourselves and fight for the future we need.

Position Description

Urban Tilth has an immediate opening for a Greenway Programs Manager. Urban Tilth's Greenway Gardens stretch for 4 city blocks along the Richmond Greenway. They include a 84 fruit tree community orchard, 2000 square feet of pollinator and native plant beds and 2 blocks of raised bed edible and berry gardens. These gardens were the 1st gardens established by Urban Tilth and represent the deepest opportunity to work with community, growing food, sharing knowledge and empowering low income communities of color in Richmond.

The Greenway Gardens Program Manager will collaboratively plan and lead all Urban Tilth programming on the Richmond Greenway. The Program Manager is responsible for managing the 4 member Greenway Garden crew and coordinating all Greenway projects, including garden improvements, maintenance, planning, preparing and coordinating garden education classes, after-school programs and community events. The Greenway Program Manager is also primarily responsible for communicating directly with City of Richmond staff, representing Urban Tilth at the Friends of the Richmond Greenway Collaborative meetings and other stakeholder meetings and projects, as well as creating systems that help tell the story of the programs and services Urban Tilth provides along the Greenway for the Richmond community.

Position responsibilities:

- Create and coordinate impactful community engagement, youth and adult educational programming for the Greenway Gardens
- Create and maintain garden maintenance plans for all Urban Tilth Greenway Gardens
- Work with the Greenway team to conduct effective community outreach for Greenway Gardens programming and community events

- Work with the Greenway Garden team to plan and coordinate volunteer days and events to assist with garden maintenance and improvement projects
- Work with the Greenway Garden Team to post weekly social media project updates with photos, captions and titles
- Document Greenway gardens and garden programming
- Work with the Greenway Garden Team to maintain daily, weekly and monthly data collection for all Greenway programs
- File monthly reports before the 5th day of each month for the prior month
- Schedule and facilitate regular Greenway Garden Team crew meetings
- Attend all Friends of the Richmond Greenway and other stakeholder meetings
- Create and maintain relationships with stakeholders, organizations and individuals
- Assist in fund development for the Greenway Gardens and Urban Tilth as a whole
- Deliver presentations at annual board staff retreats and strategic planning meetings
- Attend ALL Urban Tilth staff meetings
- Participate in ALL Urban Tilth projects, programs and events including the Summer Apprentice Program
- Attend trainings and conferences to continue to develop professional skills

Required Skills:

- Proficiency in general gardening, composting, drip irrigation, propagation techniques, harvesting, fruit tree care, mulching and watering skills
- 3-5 years environmental education experience
- 2-3 years management experience
- Experience working with youth, homeless populations and low income, communities of color
- Proficiency in online social media, communications and Google docs, Dropbox
- Excellent conflict resolution, verbal and written communication skills

- Collaborative yet self-driven work style
- Comfortable managing multiple tasks and picking up new tasks as needed
- Experience working in Richmond and comfortable moving around in North Richmond
- Background check, fingerprinting and TB test

Compensation:

- \$18.50 - \$20 per hour + benefits (medical, dental, sick leave, holidays & vacation)
- 30 - 40 hours per week

How To Apply:

Send resume and references via mail or email to:

ATTN: Greenway Gardens Hiring Committee

Urban Tilth

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Urban Tilth has a great team and we are doing great things. To learn more about our work visit our website: www.urbantilth.org, facebook page: facebook.com/urbantilth or google Urban Tilth.