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Community Gardens Assistant **Job Announcement**

Fresno Metro Ministry (Metro) is inviting qualified candidates to apply for the **Community Gardens Assistant** position. The ideal candidate values collaboration, teamwork, community engagement and community building, is fluent in English and Spanish, and has experience conducting community engagement and outreach work with diverse groups.

The Community Gardens Assistant supports and works closely with the Community Gardens Manager to conducting various outreach activities, maintain community garden sites, and implementing projects to further the work of Metro's food system work.

Metro is a multicultural, multifaith, 501c3 community-benefit organization with a 50-year history of addressing the social, economic and environmental determinants of health through community engagement, advocacy and programs delivering measurable results. Metro focuses on increasing access and consumption of healthy food, the quality of the build and physical environment, and overall health and economic opportunities for underserved communities. Metro's mission/vision is 'Learning, Connecting and Engaging to Achieve Healthy People and Healthy Places.'

See the attached Job Description for a more detailed representation of the qualifications and duties expected of the Community Gardens Assistant position.

HOW TO APPLY

Please email applications to info@fresnometmin.org, with "Community Gardens Assistant" in the subject line. Applications should include the following: 1) cover letter explaining your relevant experience and interest in the position; 2) resume; and 3) list of three professional references with contact information.

Review of applications will begin ASAP and interviews will begin as early as the first week of October 2021. Applications will be accepted until this position is filled. Expected start date is mid to late October 2021.

Fresno Metro Ministry is an Equal Employment Opportunity employer. We do not discriminate based upon race, gender identity, veteran status, disability, or other legally protected characteristics.



JOB DESCRIPTION

Job Title: **Community Gardens Assistant**

Department: Food to Share – Community Gardens

Reports To: Community Gardens Manager

Job Code:

Status: Part-Time, Non-Exempt

Date Prepared: September 27, 2021

JOB SUMMARY

Community Gardens Assistants report to Fresno Metro Ministry's (Metro) Community Gardens Manager and provide support to the work of the Food to Share program. Under general guidance and direction, Garden Assistants are responsible for conducting various outreach activities, ensuring the maintenance of project sites, and implementing projects to further the work of Metro's food system work. Garden Assistants will primarily provide support to Metro's Fresno Parks and Recreation (PARCS) Community Gardens, the Yosemite Village Community Garden and Farm (YoVille) and project reporting. The ideal candidate is fluent in Spanish and English with community outreach experience and proficiency in Microsoft Office Suite. Related experience and interest in community food systems, permaculture and community gardens is a plus.

ESSENTIAL JOB FUNCTIONS

While the essential functions outlined below describe a significant portion of this position's assigned responsibilities, other functions and accountabilities may be assigned as needed to further the mission and work of Metro.

- Develop positive working relationships and engage residents, project partners and other stakeholders to gain insight and understanding of their perspective regarding critical food system issues, problems and concerns effecting the quality of life within their community.
- Engage community members and gardeners in the maintenance, development, programming and usage of Metro's community gardens (*Lowell, YoVille, Al Radka, and Peach Community Gardens*), including but not limited to:
 - Maintenance: Work with gardeners and volunteers to ensure the site is accessible for the use of all gardeners. Conduct walkthroughs and communicate with gardeners to ensure they follow agreed upon site agreements. Maintain site usage records and collect site usage fees as needed. Recruit and engage gardeners and volunteers to ensure that the site is maintained and easy to navigate.
 - Outreach, Engagement and Programming: Conduct multilingual and targeted outreach to gardeners and community members in the usage and development of the site. Engage community members and gardeners in the planning process to utilize the sites for community meetings, events and workshops. Recruit and engage volunteers to assist in site development and maintenance.
 - Assist with the recruitment, planning, programming and implementation of the YoVille Garden Committee and the YoVille Farm Incubator Program.

Community Gardens Assistant (cont.)

- Provide support with grant and project administration duties including tracking and reporting project goals, funds, and milestones.
- Provide support with searching and applying for relevant project grants that further the work of Metro.
- Develop and maintain collaborative relationships with other community based organizations, schools, churches, governmental agencies and leaders within the project site communities to promote and further Metro's mission and vision and gain their support and involvement in our programs.
- Provide support to other Metro program projects and staff as needed.

REQUIRED KNOWLEDGE AND SKILLS

- A proven commitment to the mission and vision of Metro.
- Proficiency in Microsoft Office Suite including Outlook, Word and Excel.
- Fluent in English and Spanish, both written and spoken.
- Skill and comfort in communicating orally and in writing with groups of all sizes, in person as well as through the electronic media.
- Knowledge of the Fresno community, familiarity with our wealth of diversity and neighborhoods.
- The ability to work effectively with individuals from diverse cultures and backgrounds.
- Ability to work successfully in a team environment.

PREFERRED KNOWLEDGE AND SKILLS

- Knowledge of gardening and planting methods.
- Knowledge and experience utilizing Permaculture Design Principles.
- Understanding of community food systems and food insecurity.

EDUCATION AND EXPERIENCE

- An Associate's degree, preferably in communication, social work, public health or an equivalent combination of education and experience in a relevant field is required.
- Experience conducting community engagement and outreach work with diverse groups is required.
- Experience in community gardening or farming is preferred.
- Experience in grant reporting and grant writing is preferred.
- Must have reliable transportation and possess a current California driver's license (Class C) and have proof of insurance prior to first day of employment.

ENVIRONMENTAL CONDITIONS AND PHYSICAL REQUIREMENTS:

Work is generally performed in an environmentally controlled setting. Events may be conducted indoors or outdoors in a variety of weather and environmental conditions. Employee is regularly required to sit; stand, walk and climb stairs, speak and hear, both in person and by telephone; and use fingers and hands repetitively to operate office equipment including keyboards and to reach with hands and arms. Occasionally required to stand, walk, stoop, kneel or bend and may lift up to 50 pounds. Reasonable accommodations will be made in accordance with the ADA to enable individuals with disabilities to perform the essential job functions.

Community Gardens Assistant (cont.)

COMPENSATION

Wage ranges from \$17-\$19. As this position is a part-time position, employer-funded health benefits will not be provided.

Approvals

Name: _____ Title: <u>Executive Director</u> Date: _____ Keith Bergthold
Name: _____ Title: _____ Date: _____