

Pierce Conservation District

Job Description for

Share the Harvest Coordinator

Nature and Purpose of the Position:

The Share the Harvest Coordinator will help to expand the Community Garden Program in Tacoma and Pierce County. Specifically this position will coordinate efforts to increase the amount of fresh fruits and vegetables from gardens to food banks and other methods of 'Sharing the Harvest'. This position will support community members in their efforts to grow and donate food and develop systems to sustain that support. The Project Associate will also coordinate with the Community Garden Coordinator to assist with other tasks related to supporting community gardens throughout Tacoma and Pierce County. He/she is responsible for working independently as well as in groups, both inside the organization and with community partners. This position requires excellent oral and written communication skills.

Duties and Responsibilities:

Sharing the Harvest Program Development - 50%

With support from the Paul G. Allen Family Foundation, we will substantially increase the amount of fresh food directed to the emergency food system by building a network of community gardeners that collaborate to feed struggling members of the community. A parallel goal is institutionalizing this network and the support of it into the Community Gardening Program by creating processes and relationships that can be efficiently maintained after the project ends. Because widespread community gardening is new in Tacoma and Pierce County, there is an opportunity to institutionalize food bank gardening into the community gardens so that it is established as an integral part of the way the region participates in community gardening. This network of gardeners could ultimately be mobilized to engage in other work related to the growing food justice movement in the region. However, we recognized that limited access to fresh foods reaches an even greater portion of the population than those that visit food banks. To reach this expanded population we will work with the community to develop innovative systems of sharing the harvest outside the emergency food system. Specifically this position will:

- Conduct trainings with leaders in food bank donation projects;
- Create and implement procedures in collaboration with emergency food system partners to efficiently receive and account for donations;
- Teach classes in skills necessary for sharing the harvest (planting efficiently, preserving the harvest);
- Plan and execute events to support and encourage the sharing of ideas around alternative methods to sharing the harvest;
- Develop and conduct workshops to train garden leaders in food bank donation and support their efforts;
- Collaborate with existing Pierce County Gleaning Project to avoid overlap and provide support;

- Host county-wide celebration for Share the Harvest participants;
- Evaluate Sharing the Harvest Program and provide suggestions for improvement.

Community Garden Program Support - 50%

The Share the Harvest Coordinator will provide support to the Community Garden Program by assisting with general program tasks of capacity building to support community gardening, education, and event planning, as needed. Specifically:

- Logistical and organizational support of the Garden Leadership Network;
- Development of a Garden Leadership Toolkit;
- Research/training into communication tools/resources developed to support peer to peer sharing;
- Assist with planning of Community-wide events to celebrate, build community, and share experiences and learning;
- Manage and coordinate the Gallucci Learning Garden stewardship and intern program
- Manage the Diversity Outreach interns
- Outreach: quarterly newsletter and social media updates;
- Other activities as required.

REQUIRED QUALIFICATIONS:

- Bachelor's degree or equivalent in Agriculture, Natural Sciences, Environmental Studies or Political or Social sciences; experience may substitute for education;
- Minimum of 1 year community organizing experience;
- Experience with conflict resolution and empowerment education;
- Comfort and ability working with a diversity of community members;
- Exceptional organizational skills and ability to multi-task;
- Ability to work independently;
- Exceptional attention to detail and follow through;
- Expertise in Microsoft Office programs, including Word, Excel, Outlook, and Adobe Acrobat;
- Excellent verbal and written communication skills including successful proposal and report writing experience;
- Ability to organize and manage diverse activities and set priorities;
- Flexible and able to work well under pressure;
- Ability to develop a positive working relationship with a variety of people including community members, landowners, elected officials, staff and volunteers;
- Has successful experience working independently and in groups in both office and field settings;
- Demonstrated resourcefulness and strong problem-solving skills;
- Must be able to work some non-standard hours, including evenings and weekends (with comp time);
- Valid, insurable driver's license/record;
- Experience with gardening in a community garden preferred;
- Experience with the Emergency Food System preferred;
- Experience with social media technologies preferred.

Training and Evaluation:

Performance standards will be developed as needed to assist in evaluating work abilities, and work products. The person in this position will be evaluated in accordance with the Washington State Conservation Commission Guidelines. These guidelines include a six month period of probation and thereafter, at the minimum, evaluations annually.

Performance evaluations are designed to aid communication between supervisors and employees, and clarify duties and responsibilities. They are intended to assist in the personal development of employees and to strengthen their performance through the development of an employee training plan. Evaluations will be used to substantiate recommendations for promotions, salary increases, and dismissals.

Training needs will be developed as a result of performance evaluations described above.