



JOB POSTING

Community Gardens Coordinator II

The Community Gardens Coordinator II manages sustainable agriculture, education, and engagement programs at Inter-Faith Food Shuttle's Learning Gardens in Raleigh and Durham, NC. Based at the Camden Street Learning Garden but requiring frequent local travel, this role handles hands-on maintenance, crop planning, record-keeping, and collaboration with community partners.

DUTIES AND RESPONSIBILITIES

Sustainable agriculture and food systems development

- Design and lead seasonal crop plans and garden work plans in collaboration with the Agriculture Team.
- Identify and implement solutions for crop and soil health including integrated pest management (IPM), disease management, and other practices as needed.
- Create and maintain record-keeping systems for garden site preparation, crop plans, yields, and IPM practices across Learning Garden locations.
- Record and report data on produce yields, volunteer and education participation, and other program metrics.
- Perform garden and site preparation and maintenance tasks across multiple Learning Garden locations.

Community empowerment and stakeholder engagement

- Cultivate and sustain positive relationships with volunteers, neighbors, and community partners through communication, collaboration, conflict resolution, and education.
- Develop and communicate safe, sustainable methods of garden operations and protocols.
- Facilitate educational events on sustainable agriculture and food systems.
- Coordinate distribution of harvested produce to neighbors and community partner organizations.
- Organize, lead, and empower volunteers to grow healthy foods in and beyond the Learning Gardens.

Knowledge, skills, and abilities

- Foundational knowledge of agricultural and/or gardening practices (e.g., irrigation systems, soil management, regenerative agriculture, and composting) required.
- Demonstrated experience creating and maintaining crop plans, work plans, or program record-keeping systems required.
- Excellent communication and public speaking skills required.
- Strong interpersonal skills and cultural competency to work with participants of all demographics and backgrounds required.
- Experience in organizing and supervising volunteers required.
- Familiarity with MS Office Suite (Word, PowerPoint, Excel, Outlook, and Teams) required.

QUALIFICATIONS

- Bachelor's degree or any equivalent combination of experience, training, and/or education in agriculture technology, engineering, or a relevant field required.
- 3+ years of successful farm and/or mechanic experience required.
- Valid North Carolina Driver's License and insurable driving record required.

CORE COMPETENCIES

- **Building Collaborative Relationships:** The ability to develop, maintain, and strengthen partnerships with others inside or outside the organization who can provide information, assistance, and support.
- **Forward Thinking:** The ability to anticipate the implications and consequences of situations and take appropriate action to be prepared for possible contingencies.
- **Technical Expertise:** The ability to demonstrate depth of knowledge and skill in a technical area.
- **Initiative:** Identifying what needs to be done and doing it before being asked or before the situation requires it.

WORKING CONDITIONS

Frequent interaction with volunteers. Frequent, potentially heavy physical work outdoors in all weather conditions and temperatures can be anticipated with extended hours as needed. Light computer work is expected.

PHYSICAL REQUIREMENTS

- Must have manual dexterity, corrected vision, speech, and hearing to normal range or special accommodations made of sufficient nature for completion of assigned tasks.
- Must be able to safely lift and carry 50 lbs. unassisted.
- Must be able to frequently stand, lift, bend, sit, kneel, and work on your feet for an extended period in outdoor settings in a variety of weather conditions.

DIRECT REPORTS

- Occasional Intern(s), volunteer(s).

COMPENSATION & BENEFITS

Pay Range: \$39,500.00 to \$42,500.00 based on experience. Benefits include medical, dental, life, and long-term disability insurance. Simple IRA retirement plan with matching contribution. Paid Time Off (PTO) and twelve (12) paid holidays.

TO APPLY

Please send **resume and cover letter** to recruiter@foodshuttle.org.

ABOUT US

Inter-Faith Food Shuttle envisions a hunger free community. Our mission is to feed our neighbors, teach self-sufficiency, and grow healthy foods by cultivating innovative approaches to end hunger. As a Feeding America partner food bank, the Food Shuttle distributes over 13 million pounds of food per year, half of which is fresh produce. From Grocery Bags for Seniors, Backpack Buddies, and School Pantries; to Community Health Education and Mobile Markets; Catering and Culinary Job Training; and Community Gardening and a 16-Acre Farm; we go directly to the point of need to empower people and overcome the burden of hunger.

EEO, ADA, and E-Verify

Equal Employment Opportunity (EEO): Inter-Faith Food Shuttle provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity.

ADA Compliant: Inter-Faith Food Shuttle is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request reasonable accommodation, contact recruiter@foodshuttle.org.

Inter-Faith Food Shuttle validates the right to work using E-Verify. Inter-Faith Food Shuttle will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

Inter-Faith Food Shuttle is an Equal Opportunity Employer. We respect and seek to build a team of individuals from diverse cultures, perspectives, skills and experiences.