



JOB POSTING

Gardens for Everyone Coordinator II

The Gardens for Everyone “G4E” Coordinator II is responsible for program planning, curriculum, designing, and executing the G4E program, including educational workshops and the construction and distribution of G4E raised-bed garden box projects. This position takes ownership of program planning, curriculum and process development, and record-keeping and reporting systems for the G4E program, and provides guidance to the Gardens for Everyone Coordinator I. Travel to other locations for site visits, meetings, workshops, and other duties is routinely required.

DUTIES AND RESPONSIBILITIES

Program design, planning, and deployment

- Identify and cultivate relationships with potential workshop partners and host sites.
- Schedule and conduct meetings and site visits to identify workshop layout, logistical considerations, including coordinating supply purchase, pickup, preparation, and delivery.
- Facilitate workshops, including demonstrating garden box builds, providing information on materials sourcing, and leading workshop participants through leveling ground, building garden boxes, and filling garden boxes with soil.
- Design and maintain the standard workshop curriculum, build process, and supply lists, refining based on feedback and outcomes.
- Create and maintain record-keeping and reporting systems for workshop contact lists, applications, schedules, materials, costs, payments, outcomes, and feedback.
- Collaborate with the G4E Coordinator I on continuously improving build techniques, workshop facilitation.
- Provide ongoing gardening mentorship and learning opportunities for neighbors.

Agriculture Department activity support and site assistance

- Assist farm and garden staff with preparation and maintenance tasks across multiple Agriculture Department sites, including leading volunteers through these activities.
- Assist the EVP of Agriculture and Project Manager in tracking program activities against budget and grant deliverables.
- Perform other duties as assigned.

Knowledge, skills, and abilities

- Demonstrated experience creating or maintaining program curriculum, processes, or record-keeping systems required.
- Experience with safe operation of power tools (including but not limited to impact drivers, circular saws, and power drills) required.
- Ability to operate a dump-bed pickup truck required.
- Strong interpersonal skills and cultural competency to work with participants of all demographics and backgrounds required.
- Familiarity with MS Office Suite (Word, PowerPoint, Excel, Outlook, and Teams) required.

QUALIFICATIONS

- Associate's degree or any equivalent combination of experience, training, and/or education in landscaping, woodworking, construction, or a relevant field required.
- 3+ years of landscaping, woodworking, and/or construction experience required.
- Ability to work a flexible weekly work schedule required.
- Valid North Carolina driving license and an insurable motor vehicle record required.

CORE COMPETENCIES

- **Results Orientation:** The ability to focus on the desired result of one's own or one's unit's work, setting challenging goals, focusing effort on the goals, and meeting or exceeding them.
- **Flexibility:** Openness to different and new ways of doing things; willingness to modify one's preferred way of doing things.
- **Forward Thinking:** The ability to anticipate the implications and consequences of situations and take appropriate action to be prepared for possible contingencies.
- **Attention to Communication:** The ability to ensure that information is passed on to others who should be kept informed.

WORKING CONDITIONS

Frequent interaction with volunteers and community members of various backgrounds. Frequent, potentially heavy physical work outdoors in all weather conditions and temperatures can be anticipated. Primarily outdoor work.

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.
- Must be able to use hands and fingers for repetitive and strenuous movements.

DIRECT REPORTS

Occasional Interns and provides guidance to the Gardens for Everyone Coordinator

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.