



Inter-Faith Food Shuttle Job Description

Job title	<i>Community Gardens Coordinator II</i>
Reports to	<i>Director of Agriculture</i>
Job classification	<i>Full-time / Non-exempt</i>

Job purpose

The Community Gardens Coordinator II is responsible for facilitating and helping to design sustainable agriculture, education, and community engagement activities at Inter-Faith Food Shuttle's Learning Gardens in Raleigh and Durham, NC. In addition to the hands-on garden maintenance, volunteer leadership, and education support performed by a Community Gardens Coordinator I, this position takes ownership of seasonal crop and work planning, program record-keeping and reporting systems, and community partner relationship development across multiple sites. The Coordinator II directly engages and collaborates with community partners, including public and private organizations, to aid in the success of Agriculture programs across multiple sites, and provides guidance to Coordinator I staff and occasional interns. This position reports to the Director of Agriculture and is based at Camden Street Learning Garden in Raleigh, and frequent travel to other Food Shuttle and community partner sites is required as needed.

Duties and responsibilities

Sustainable agriculture and food systems development

- Design and lead seasonal crop plans and garden work plans in collaboration with the Director of Agriculture and Agriculture Team.
- Identify and implement solutions for crop and soil health including integrated pest management (IPM), disease management, and other practices as needed.
- Perform garden and site preparation and maintenance tasks across multiple Learning Garden locations.
- Create and maintain record-keeping systems for garden site preparation, crop plans, yields, and IPM practices across Learning Garden locations.
- Coordinate distribution of harvested produce to neighbors and community partner organizations.
- Assist in building gardens for neighbors and community partner organizations with the Gardens for Everyone program as needed.

Community empowerment and stakeholder engagement

- Organize, lead, and empower volunteers to safely perform garden and farm tasks in coordination with the Agriculture Team and Volunteer Services Team.
- Cultivate and sustain positive relationships with volunteers, neighbors, and community partners through communication, collaboration, conflict resolution, and education.

- Listen to feedback from neighbors and community partners to identify opportunities to empower them to grow healthy foods in and beyond the Learning Gardens.
- Develop and communicate safe, sustainable methods of garden operations and protocols with Coordinator I staff, interns, and volunteers.

Education, reporting, and administration

- Collaborate with the Agriculture Team to organize and facilitate educational events on sustainable agriculture and food systems.
- Record and report data on produce yields, volunteer and education participation, and other program metrics to the Director of Agriculture.
- Assist the Director of Agriculture in tracking program activities against budget and grant deliverables.
- Stay informed of best practices, participate in professional development, and perform administrative tasks.
- Perform other duties as assigned.

Qualifications

- Bachelor's degree or any equivalent combination of experience, training, and/or education in agriculture, horticulture, or a relevant field required.
- Minimum 3 years of experience in an agricultural or horticultural field setting required.
- Valid North Carolina Driver's License and insurable driving record required.

Knowledge, skills, and abilities

- Demonstrated experience creating and maintaining crop plans, work plans, or program record-keeping systems required.
- Experience organizing and supervising volunteers required.
- Foundational knowledge of agricultural and/or gardening practices (e.g., irrigation systems, soil management, regenerative agriculture, and composting) required.
- Excellent communication and public speaking skills required.
- Ability to problem-solve and overcome challenges quickly and creatively required.
- Ability to set own schedule, manage multiple concurrent priorities, and meet deadlines in a fast-paced environment required.
- Strong community engagement skills required.
- Strong interpersonal skills and cultural competency to work with participants of all demographics and backgrounds required.
- Proven ability to work steadily and independently with minimum supervision required.
- Familiarity with MS Office Suite (Word, PowerPoint, Excel, Outlook, and Teams) 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.

EEO 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.

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). Provides guidance to Community Gardens Coordinator I.

For HR Use Only

Date Approved by Hiring Manager:	
Date Approved by Department Head:	
Date Approved by Human Resources:	
Date Approved:	
Employee Signature:	