



Inter-Faith Food Shuttle Job Description

Job title	<i>Gardens for Everyone Coordinator II</i>
Reports to	<i>Executive Vice President of Agriculture</i>
Job classification	<i>Full-time / Non-exempt</i>

Job purpose

The Gardens for Everyone (G4E) Coordinator II is responsible for planning, designing, and executing the Gardens for Everyone program, including educational workshops and the construction and distribution of G4E raised-bed garden box projects. In addition to leading workshops, 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. This position collaborates closely with and is assisted by staff, volunteers, and occasional interns to ensure program and project goals are met. The G4E Coordinator II reports to the Executive Vice President (EVP) of Agriculture and is based at the Food Shuttle Farm in Raleigh. 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 host sites and partners; develop workshop options and materials.
- Design and maintain the standard workshop curriculum, build process, and supply lists, refining based on feedback and outcomes.
- Schedule and lead workshops with clear learning, materials supply, and building objectives.
- Coordinate with the Finance Department to provide invoices and collect payments.
- Identify supply needs and logistical considerations, including coordinating supply purchase, pickup, preparation, and delivery.
- Schedule and conduct meetings and site visits with workshop host sites and partners to identify workshop layout, schedule, and other details.
- 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.
- Create and maintain record-keeping and reporting systems for workshop contact lists, applications, schedules, materials, costs, payments, outcomes, and feedback.
- Document workshop reflections and suggested improvements, and use feedback to inform program and process changes.
- Collaborate with the G4E Coordinator I on continuously improving build techniques and workshop facilitation.

- Maintain ongoing communication with the EVP of Agriculture and other stakeholders to ensure efficiencies related to supply needs, site visits, and build schedules.
- Drive and operate an assigned Food Shuttle vehicle or truck to and from workshop sites and other locations as needed.
- 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.

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.

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.
- Ability to set a schedule, manage priorities, and meet deadlines required.
- Ability to solve problems and overcome challenges quickly and creatively 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.

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.

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 and community members of various backgrounds. Flexible hours as needed. 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 Intern. Provides guidance to the Gardens for Everyone 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:	