

COMMUNITY GROUNDWORKS POSITION DESCRIPTION

Title: Gardens Network Community Manager
Reports To: Director of Equity and Community Engagement

General Statement of Duties and Responsibilities

The Gardens Network Community Manager works closely with the Director of Equity and Community Outreach, other Gardens Network staff and interns, and garden leaders to support high-priority community gardens that primarily serve low and moderate-income (LMI) gardeners in Madison and Dane County.

The primary function of this job is to build resource capacity, ensure equitable and inclusive treatment of underserved communities, and provide leadership support for high-priority gardens to function better as sustainable food communities. The Community Gardens Program Manager is responsible for ensuring that community gardens have the resources, infrastructure, leadership and other skills support to be inclusive, safe, and thriving food communities centered on sustainable and equitable practices. Activities include leadership support and development, community engagement, strategic partnership development, some grant writing, and a strong desire and willingness to seek sponsorships and donations.

Roles and Responsibilities:

- Mentor emerging garden leaders and provide needed support in coordinating community garden work days, meetings, and events in a manner that is inclusive and equitable.
- Maintain ongoing communications with garden leadership and community stakeholders in a way that fosters trust.
- Communicate proactively and effectively with assigned high-priority gardens (e.g., creating and translating flyers, checking and answering emails, social media posts, telephone calls, etc.).
- Identify and develop strategies to address issues in individual gardens that jeopardize stability, safety, equity and inclusion, and sustainability.
- Cooperatively plan and host social gatherings such as the annual Gardens Network Summit, an event that gathers 100+ community garden leaders from across Dane County.
- Be a training and technical assistance resource on garden operations and management for garden leaders (e.g. registration materials, translated materials, securing seeds, health and safety issues, etc).
- Collect and analyze demographic data.
- Promote sustainable gardening practices in a way that recognizes barriers and addresses them creatively.
- Attend relevant meetings and give presentations to community groups, organizations, and other stakeholders.
- Other tasks as assigned.

Applicable Experience

- Food equity work, community organizing, or grassroots community development.
- Case management, particularly working with underserved communities and populations.
- Experience working in a community garden, urban agriculture, horticulture, and/or land-management setting.

- Community engagement, education and outreach, particularly with people of different abilities and ages.
- Proven record working with stakeholders from a variety of racial, cultural and economic backgrounds.
- Guiding and mentoring teams of community members through action plans.
- Experience solving community problems collaboratively and proactively.

Skills and Abilities

- Strong written and verbal communication.
- Active listening to community members and garden stakeholders to identify challenges and collaboratively strategize solutions.
- Organizing networks at different scales (e.g., within a neighborhood, between neighborhoods, and across Dane County communities.).
- Creative and critical thinking to improve existing programs and initiatives.
- Flexibility and willingness to grow in response to needs or changes.
- Ability to physically respond to a variety of garden management needs.
- Resourcefulness and innovation in planning and organizing a demanding workload.
- Providing support and leadership while working with groups of people on projects.
- Strong organizational skills and a demonstrated ability to follow through on commitments, responsibilities, and tasks.
- Commitment to promoting Community GroundWorks' food equity and land access and conservation goals
- Ability to interact in an empathetic, courteous, and confident manner with others.
- Ability to function as an ambassador of the agency in a wide variety of venues and circumstances.
- Strong familiarity with Madison and Dane County communities.
- Ability to drive to different community garden sites and to work comfortably outdoors in a variety of weather conditions.
- Proficient use of smartphones, Microsoft Office Suite (Word, Excel, etc.), email, and other technology.

Preferred:

- **Spanish and English fluency strongly preferred.**

Additional Information/Requirements:

- Ability to work some weekday evenings and Saturdays.
- Must have unrestricted access to reliable automobile transportation, provide proof of automobile insurance as required by the State of Wisconsin, and a copy of a valid Wisconsin driver's license.

Position Classification:

- This position is Full time at 40 hrs/week.
- FLSA Exempt, Eligible for benefits, including paid time off.
- This position has a six (6) months probationary period.