



**Position Description: Community Gardens Manager**  
**Reports to: Gardens Director**

***General Statement of Duties and Responsibilities***

**Roles and Responsibilities:**

The Community Gardens Manager works closely with the Gardens Director, Gardens Network Manager and garden leaders to support high-priority community gardens in Madison and Dane County. These gardens primarily serve low- and moderate-income (LMI) gardeners. Specifically, the Community Gardens Manager will:

- Mentor emerging garden leaders at community garden work days, meetings and events.
- Assist with daily operations of the Gardens Network including website updates and outreach.
- Support communication strategies at high-priority gardens, e.g., translation, engagement (flyers, email, social media, telephone calls, etc.) and meetings.
- Cooperatively plan and host social gatherings and educational workshops for garden leaders.
- Collect and analyze demographic data.
- Promote sustainable gardening practices.
- Give presentations to community groups, organizations and stakeholders.
- Other tasks as assigned.

**Required Knowledge, Skills and Abilities:**

- A minimum of 5 years' experience working with community gardens, horticulture, community engagement, education and outreach across all abilities and age span.
- Proven record in working with adults from a variety of racial, cultural and economic backgrounds.
- Strong familiarity with Madison and Dane County communities.
- Ability to work comfortably outdoors in a variety of weather conditions.
- Experience working with non-profit organizations desirable.
- Proficient use of smart phones, office software, email, and other technology.
- Ability to interact in a professional, courteous, and confidential manner with others and to function as an ambassador of the agency in a wide variety of venues and circumstances.
- Ability to communicate effectively both verbally and in writing; and to listen and solve problems collaboratively and proactively.

**Additional Information/Requirements:**

- Bilingual and multilingual candidates are strongly encouraged to apply (Spanish, Hmong).
- This position is regular, non-exempt, 0.8 to 1.0 FTE at \$15/hour.
- The incumbent must own or have unrestricted access to reliable automobile transportation, provide proof of automobile insurance as required by the State of Wisconsin, and provide a copy of a valid Wisconsin driver's license. Employees are required to provide updated proof of insurance and driver's license as they renew.
- The candidate must be available to work weekday evenings and Saturdays.
- Position will begin the week of April 16, 2018.

**To Apply:** Please submit cover letter and resume to [shelly@communitygroundworks.org](mailto:shelly@communitygroundworks.org)

**Application Deadline: MARCH 20, 2018 (5pm)**