

The mission of the Duluth Community Garden Program is to strengthen the Duluth area community and foster self-sufficiency by providing access for all to food production and preservation resources and promoting sustainable gardening practices

Duluth Community Garden Program Program Coordinator- Job Description

Job summary

1. Interact (staff liaison) with all committees (Executive, Operations, Land Stewardship, Events, Communications, Education, Seeds, Plants, Trees and Bulbs).
2. Work with the Executive Committee of the Board of Directors to be one of the public faces of the organization.

Essential Duties and Responsibilities

Plant a Lot

1. Organize and coordinate the Plant a Lot gardens
2. Assist the Land Stewardship committee and site coordinators by preparing spreadsheets and guidelines for garden site stewardship
3. Actively, with site coordinators assistance, carry out garden related policies, as set by Land Stewardship Committee
4. Through garden visits and regular contact with site coordinators monitor gardener's progress, needs, and site issues.
5. Report all program expenses, evaluate program results and prepare related reports for the Land Stewardship Committee
6. Work with the Land Stewardship committee to develop activities and related timelines to meet established program goals and to address identified needs and issues
7. Work with the Seeds, Plants, Trees and Bulbs committee to plan and implement the annual seed sale and annual plant sale

Office Administration

1. Work with Operations Committee to
 - a. manage mail and email communication
 - b. coordinate volunteers and supervise and coordinate interns
 - c. keep calendar of events for entire organization up to date in office
 - d. monitor and record incoming bills, make timely deposits, and refer information to bookkeeper
 - e. update member and donor database as well as other databases and mailing lists

3. Monitor incoming grants, insurances, required governmental registrations and taxes and refer them to the Executive Committee of the Board of directors
4. Review program web site to ensure that working committee minutes and web calendar are up to date , and other information is timely and correct
5. Work with Communications Committee on newsletter and other general communications

Other

1. Work with Education Committee to develop garden related education classes
2. Oversee the Cannery program by tracking and maintain canning equipment
3. Work with the Events Committee in planning and staffing events

Knowledge, Skill, and Abilities

- ability to document high school graduation or GED
- Attention to detail and good organizational skills
- Ability to handle multiple demands, work under time pressures, and meet deadlines
- Willingness to be open, to learn, and to take on new responsibilities
- Ability to follow through on systems and procedures
- Regular, predictable attendance
- Effective communications skills in English
- Computer proficiency, e.g., keyboard experience, e-mail, Word, Excel, Access
- Demonstrated ability to follow through on commitments
- Ability to prioritize tasks
- Experience in speaking to the public
- Website development/maintenance and social media experience
- Available to work monthly or more evenings a week and some weekends
- Knowledge of gardening and sustainable farming practices

Important Disclaimer Notice

The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The board reserves the right to revise this job description at any time and require employees to perform other tasks as circumstances or conditions of its business, competitive considerations or the work environment change.