



**Position Description: Gardens Network Assistant**  
**Reports to: Land and Gardens Director**

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

**Roles and Responsibilities:**

The Gardens Network Assistant collaborates with the Gardens Director and Gardens Network Program Manager to provide on-the-ground support for high-priority community gardens in Madison and Dane County. These gardens primarily serve low- and moderate-income (LMI) gardeners. Specifically, the Gardens Network Assistant will:

- Assist with garden-specific tasks that support current and emerging garden leadership, e.g., garden work days, garden meetings, community activities, and special events
- Assist with hands-on maintenance and daily operations of community gardens in Dane County
- Assist CGW staff and garden leadership with Spanish communication at high-priority gardens, e.g., translation, outreach (flyers, email, social media, telephone calls, etc.) and meetings.
- Assist with the planning, implementation and facilitation of gatherings that foster garden leadership, e.g., annual Garden Summit and off-season training workshops
- Assist with identification of local resources for high-priority gardens, e.g., grants and donations
- Assist with the collection and analysis of demographic data
- Other tasks as assigned

***Required Knowledge, Skills and Abilities***

- The ideal candidate is a college graduate and/or has 3+ years' experience working with community gardens, horticulture, community engagement, education and outreach across all abilities and age span.
- Proven record in working with people from a variety of racial, cultural and economic backgrounds.
- 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:***

- This position is regular part-time, 0.5 FTE non-exempt, \$12.85/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 some evenings and most Saturdays (March-Nov.)

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

**Application Deadline:** FEbruary 27, 2017