

**Title:** Community Gardens Program Assistant

**Location:** Community GroundWorks, 3601 Memorial Dr., Madison WI 53704

**Salary:** Full-time with benefits

**Report to:** Land and Gardens Director, Community GroundWorks

**Position Summary:** Community GroundWorks seeks a Community Gardens Program Assistant to:

- Assist Program Director with development and implementation of a garden-based leadership training program
- Engage emerging garden leaders within low- to moderate-income (LMI) neighborhoods through outreach, education and collaboration
- Coordinate technical support of identified community gardens
- Build resilience of garden leadership through asset-based strategies
- Provide hands-on project support in outdoor environments
- Recruit and coordinate volunteers and interns for community garden projects
- Participate in the Gardens Network administration and daily operations
- Assist with program evaluation and grant-writing for program sustainability

**Qualifications:**

- Education and/or experience in environmental sciences, urban agriculture, public policy, public health, or other related disciplines
- High cultural competence and demonstrated skill working with diverse groups
- Enthusiasm for and commitment to social justice and community development
- Collaborative team player who participates in all levels of tasks
- Flexible schedule, including ability to work some evenings and weekends
- Ability to organize time, work independently and complete tasks effectively
- Experience working with volunteers of all ages and backgrounds
- Ability to work outdoors in a variety of weather conditions
- Excellent written and verbal communication skills (phone, email and in person)
- Experience with MS Office software (Word, Excel, PowerPoint) and social media
- Drivers License and ability to travel throughout Madison area

**How to apply:**

Community GroundWorks is specifically seeking to enhance our organizational diversity; we encourage candidates who identify as a person of color or from a non-dominant background to apply for this position. Please submit cover letter and resume to:

[shelly@communitygroundworks.org](mailto:shelly@communitygroundworks.org)

Subject line: Community Gardens Program Assistant

- Include relevant course work and/or experience in letter of interest
- Include 2-3 references
- Applications deadline: April 15, 2015
- Qualified applicants will be contacted for an interview date week of April 20th.
- Anticipated start date: May 1, 2015