



## Helena Food Share Position Description: Garden Coordinator

### Overview

**Our Mission:** Helena Food Share serves our neighbors in need by providing food in a respectful and dignified way and by working with others to eliminate hunger in the greater Helena area.

**Our Vision:** Creating a hunger free community.

**Hours/Compensation:** 20-25hrs/wk, \$16.00- \$18.00/hr

We believe nutritious food is a building block for healthy communities. The Garden Coordinator is a recently expanded position that will play an important role in helping define and implement our organization's fresh food programming. The garden is part of a collection of projects and initiatives that Helena Food Share has committed to implementing in pursuit of providing the freshest food and best service possible for people in need of nutrition assistance. This job is a season position from May – October.

The Garden Coordinator is responsible for all aspects of the garden and high tunnel space, including submitting plans for the garden season, coordinating volunteers, suggesting appropriate work days/events, and tracking harvest data. This position will work closely with the program team to ensure that all Nutrition Initiative-related activity fits within Helena Food Share's mission, vision, and strategic goals. This initiative is a representation of the collaborative and communal space that Helena Food Share has become. The Garden Coordinator needs to be open to new ideas and capable of stepping into the role of both teacher and learner. We place a lot of emphasis on the pantry and garden as educational spaces for our community as well as a source of fresh and local products.

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### Planning

- Coordinate with program staff to create a planting and events calendar that highlights educational opportunities and maximizes garden output
- Update annual budget for Garden program and manage any budget requests necessary for implementing Nutrition Initiative projects
- Research gardening methods that both maximize output and work within a community space for exploring and experimentation
- Assist program team with coordinating details related to the Nutrition Initiative.

### Implementation

- Work with Volunteer Coordinator on best practices for volunteer recruitment, management, and retention for the Garden, High Tunnel, and Farm Stand
- Build and maintain a safety plan for the Garden and High Tunnel space, ensure that volunteers have adequate training
- Harvest product and weigh it into the existing inventory system
- Volunteer appreciation/final harvest event at the end of the season



### **Data Collection and Analysis**

- Help maintain a system for weighing harvested produce (may entail volunteer training)
- Collect volunteer information and hours for Volunteer Coordinator
- Assist with framing any data collected through the Nutrition Initiative for outreach, program assessment, or communications purposes
- In collaboration with community health partners, track health measures with increased access to fresh food

### **Other Duties**

- Serve as the Helena Food Share representative on the Helena Community Garden board of directors
- Work with Communication Director on recruiting volunteers, attracting fresh food donors, and thanking both for their efforts; and to post and tag photos and videos of food demos
- Attend tabling events for Helena Food Share, giving out fresh food and seeds, so the community starts associating our pantry with fresh food
- Fill in for any garden and high tunnel volunteer positions as needed

### **Minimum Knowledge, Skills and Abilities**

- Must have a firm commitment to the vision and mission of Helena Food Share
- Must be organized and flexible
- Must be able to function in an office environment, including proficiency using Email, doing web research and data entry using Microsoft Excel and custom database programs
- Is able to stay calm & professional, responding articulately under significant programmatic pressures
- Is able to develop effective working relationships with a variety of individuals and agencies
- Must be willing to work evenings or weekends when needed and scheduled
- Must be willing to work outside in all weather
- Must be able to push/pull/lift 75 lbs. repeatedly

### **Education, Experience and Licensing Requirements**

- Experience in non-profit work, specifically working with people in crisis or poverty is preferred but not required
- Experience or educational background in food systems or food insecurity is preferred
- Experience with program development or community partnerships is preferred
- Successful completion of criminal background and motor vehicle record checks prior to employment

### **To Apply**

This position will be open until filled. To be considered in the first round of interviews, application materials must be received **by Friday, April 30, 2021**. Please email a cover letter, resume, and 3 work references to [hiring@helenafoodshare.org](mailto: hiring@helenafoodshare.org). Contact Jami at 406-443-3663 x106 with any questions.