City Schoolyard Garden
Job Description – City Schoolyard Garden Outreach Program Coordinator
Call For Applicants – January 2017
Scope – Part-time or Full-time Position
Position Open Until Filled with first round applicants beginning February 17, 2017

Organization description

Launched in 2010, CSG provides academic and extracurricular gardening programs for youth in Charlottesville. We currently maintain organic educational gardens at each of the six Charlottesville elementary schools, Buford Middle School, and Charlottesville High School. CSG is working with teachers, parents, school administrators, and community volunteers to utilize the gardens for classroom instruction, after-school programs and summer camps to provide opportunities for youth to engage with nature, enhance their academic learning through hands-on experience, and cultivate skills for healthy living. We also host outreach programs that engage community members and partner organizations in the Charlottesville Food Justice Network.

Mission Statement: City Schoolyard Garden cultivates academic achievement, health, environmental stewardship, and community engagement through garden-based, experiential learning and leadership development.

Core Values: Youth Empowerment, Partnership, Ecological Responsibility, Community, Respect, Discovery, Equity, Inclusiveness, Relationship, Health

Position description

Title: City Schoolyard Garden Outreach Program Coordinator

Scope of Work: The Outreach Program Coordinator is primarily responsible for building CSG capacity to be an effective youth advocate and community partner and for providing support to enhance CSG program, organizational and community goals. The Outreach Program Coordinator’s core functions include:

• Strengthen and build relationships with community members and partners that deepen impacts.
• Support with CSG’s Middle School and High School programs as they work to maintain bountiful, diverse organic gardens and host youth in garden programs.
• Implement CSG communications and community outreach including our monthly e-newsletter, social media, community events, etc.
• Support for CSG’s facilitation of the Charlottesville Food Justice Network that brings together partner organizations working to build a healthy and just community food system.
• Each CSG staff is also responsible for collecting and submitting evaluation data on project activities and impacts.
• Additional responsibilities will be taken on based on organizational need and FTE. These may include: event facilitation, manage billing and donations, database management, evaluation data analysis and general administrative support.
All City Schoolyard Garden staff are responsible to uphold values and practices that support CSG reaching our mission with integrity and utilize our core organizational strategies including:

- Engaging youth in nature
- Enhancing and deepening curricular ties
- Collaborating with partners & community
- Building capacity & equity
- Cultivating sustainability
- Strengthening our organization

Organizational Structure

Supervisory Structure: The CSG Outreach Program Coordinator will report to the CSG Executive Director and work as part of an organizational team with Executive Director, Youth Development Director and Elementary School Program Coordinator.

FTE Equivalent: The Outreach Program Coordinator position is 20-40 hours per week, salaried position with a flexible time-off policy. Applicants may apply for half, three-quarter, or full-time position based on interest and availability.

Salary: Salary range is commensurate with experience and determined based on full-time equivalency.

TO APPLY

The Outreach Program Coordinator position requires multiple skill sets including a high level of organization and engagement, innovation and initiative, physical labor, excellent communication (written and verbal), flexibility and commitment to the CSG vision and values. The preferred candidate will have:

- A minimum of a bachelor’s degree in a related field (education, sustainable agriculture, environmental science, community organizing, public health, etc.) or equivalent experience
- Proven experience in program management – at least 3 years
- Excellent communication and organization skills, ability to manage multiple projects and priorities with flexibility and alignment to our mission
- Experience working in diverse communities with a clear understanding of multi-cultural contexts, with a specific preference for experience in Charlottesville’s neighborhoods
- Computer competence including MS Office Software (specifically Word and Excel), Design Programs (such as Illustrator and Photoshop) and online tools (including Facebook, Mailchimp, Wordpress, etc.)

To apply for the CSG Outreach Program Coordinator, please submit a resume, cover letter and three references to Jeanette Abi-Nader at grow@cityschoolyardgarden.org. In the cover letter, please address:

- How your experience is relevant to the CSG Outreach Program Coordinator Position
- What interests you about working with City Schoolyard Garden
- Familiarity with Charlottesville and the Charlottesville City Schools
- If you are interested in part-time or full-time work (or open to either)

City Schoolyard Garden is dedicated to the goal of building a culturally diverse and pluralistic staff committed to working with youth in a multicultural environment. We encourage a diversity of applicants.

For more information, including compensation ranges, please call 434.260.3274.