

Job Announcement

Mission Garden (Friends of Tucson's Birthplace) is hiring a full time Community Engagement Coordinator

Please send a brief cover letter, resume and three references with telephone and email contact information to: search@missiongarden.org No calls please.

Deadline for applications: April 16, 2024

Job Title	Community Engagement Coordinator
Description	<p>About Us</p> <p>Mission Garden is a living agricultural museum, operated by the non-profit Friends of Tucson's Birthplace. Mission Garden's outdoor, hands-on educational setting encourages interactive exchange of traditional agricultural knowledge gathered from diverse community elders and historical documents. Our mission is to inspire people to connect to this land by reclaiming agricultural traditions for our community in a changing world. Current garden plots include: Native Plants, Early Agriculture, Hohokam, O'odham Before European Contact, O'odham After European Contact, Spanish, Mexican, Chinese, Yoeme, Africa in the Americas, Medicinal, Grassland and Youth. Areas in development include the Territorial, Statehood and Tomorrow's gardens, as well as the Trail of Ndé (Apache) Plants. Mission Garden is open to the public Wed-Sat.</p> <p>Our work environment is:</p> <ul style="list-style-type: none">• Diverse• Lively• Mostly outdoors <p>Job Description</p> <p>Mission Garden seeks a Community Engagement Coordinator. The Community Engagement Coordinator is responsible for developing and implementing a robust community engagement strategy for Mission Garden focusing on three primary areas: building relationships with Tucson's diverse communities; management and recruitment of the volunteer program; communications including writing a newsletter and other publications such as brochures and relevant marketing materials. The Community Engagement Coordinator will work to facilitate and increase community engagement with various Mission Garden programs, outreach events, and educational activities, collaborating with lead staff when appropriate. The Community Engagement Coordinator works with established community partners, as well as Mission Garden staff to better reach and engage Tucson's diverse communities. The ideal team player must be self-motivated, enthusiastic, and aware of community resources as well as have experience cultivating multicultural relationships.</p> <p>Mission Garden is a rustic outdoor garden location with limited amenities</p>

	<p>and office space. Applicants should feel comfortable working in a park type setting under a variety of seasonal conditions.</p> <p>BIPOC individuals are encouraged to apply.</p>
Hours/Week	40 FTE
Rate	\$22-\$24/hr. based on experience (with benefits (health insurance HRA) and PTO
Telecommute Y/N Hours?	Occasionally for administrative work only
Staff (and others) Supervised	Cultural Outreach Liaison (part-time position 8-15 hours per week), Outreach Assistant (8-10 hours per week), occasional contractors, volunteers
Reports to	Executive Director
Key Responsibility (1)	<p>Community Engagement</p> <ul style="list-style-type: none"> • Responsibilities: Develop and implement a plan for community engagement, including plans for engaging community members with programs in their communities, as well as plans for building awareness of and attendance to Mission Garden's programs onsite. Strengthen current strategic alliances with community organizations, and neighboring cultural institutions to build and cultivate strong, sustainable relationships within Tucson's diverse communities. • Develop new strategic partnerships to expand the Garden's reach, in collaboration with community partners and lead staff, assess current community program offerings and determine refinements needed. • Work with colleagues across the Museum to develop strategy and programming in collaboration with community representatives for the Yoeme garden, Mexican Garden, Chinese Garden, O'odham Garden. In collaboration with the Curator of Collections, strengthen plans to effectively engage target audiences with exhibition-related content and drive attendance at Mission Garden exhibitions and programs, on and offsite. The Community Engagement Coordinator will also coordinate the creation of special projects aimed at increasing the visibility of Mission Garden into the larger City of Tucson. The Community Engagement Coordinator is responsible for developing and implementing a community engagement strategy, which prioritizes diverse community participation and inclusive, interactive community programming. • Maintain a calendar of outreach activities, including community events, workshops, appearances, and other communication opportunities. Schedule regular outreach presentations.

	<ul style="list-style-type: none"> • Assist Executive Director to nurture new and old relationships with collaborative partners. • Point of contact for stewardship programs. • Represent the Garden in the community at meetings, events and online with a goal to inspire increased active participation in Garden programs on and offsite.
<p>Key Responsibility (2)</p>	<p>Volunteer Coordination</p> <ul style="list-style-type: none"> • Recruit and screen volunteers, providing them with training and support, tracking their performance, and keeping records of their activities. • Develop and annually review volunteer manual. • Develop and deliver all volunteer communications serving as a primary contact for volunteers. • Plan and implement volunteer recognition activities. • Engage museum's volunteer docent corps in programmatic and outreach efforts, including requests for tours. • Co-manage intern placement.
<p>Key Responsibility (3)</p>	<p>Communications Coordination</p> <ul style="list-style-type: none"> • Maintain website in collaboration with marketing consultant. • Write content for quarterly newsletter. • Develop and write content for annual report. • Develop informational brochures. • Develop a social media plan including content calendar. • Monitor and post social media. • Maintain communication with marketing consultant. • Main point of contact for media inquiries.

<p>Key Responsibility (4)</p>	<p>Administration</p> <ul style="list-style-type: none"> • Enter volunteer information in Donor Perfect • Conduct staff evaluation. • Develop and monitor program budget. • Attend bi-weekly staff meetings and other committee meetings as appropriate. • Maintain public information on the Garden paths.
<p>Qualifications</p>	<ul style="list-style-type: none"> • Bachelor's degree or equivalent advanced learning attained through professional level work experience, or equivalent combination of education and work experience. • Ability to build relationships and trust across diverse experiences, identities, and positions through cultural awareness, sensitivity, and humility. • Responsible, organized, and service oriented to lead the execution of multiple programs. Collaborative style and ability to accomplish goals through working with a variety of people. • Strong writing skills, may be asked to submit writing sample. • experience working with cloud-based calendars and drives (Google) • Web content creation and management • Ability to manage social media accounts
<p>Preferred Qualifications</p>	<ul style="list-style-type: none"> • Proficiency in one or more languages, is a plus especially: O'odham, Yoeme, Spanish, Mandarin or Cantonese. Gardens related to these particular cultural traditions are part of Mission Garden and signage and other content related material feature the different languages as part of interpretation. • Interest in the history of Mission Garden along with its diverse multicultural, ethnographic, ethnobotanical and agricultural histories and traditions. • Experience with Outcome Based Evaluation