



JOB ANNOUNCEMENT

Garden & Environmental Program Manager

ORGANIZATION OVERVIEW

Riverdale Neighborhood House, Inc. (RNH) is of, by, and for its local community. Our mission is to strengthen community in the northwest Bronx by delivering programs responsive to local needs, by building connections and promoting equity across generational, cultural, racial, and economic lines, and by creating a sense of place. We work with a vibrant, diverse community of over 50,000 residents who live in an area bordered by the Hudson River, Van Cortlandt Park, Manhattan, and Yonkers. RNH provides a wide range of programming anchored in regular needs assessments of our community.

Today, RNH offers no-cost preschool education and free and low-cost after-school programs for children aged 2-13. Activities for high school students include internships, college advising, leadership development, and recreation. Adults participate in enrichment classes, community events, and volunteer programs. The volunteer-run Telephone Reassurance Program supports homebound older adults and the Food & Farm Hub works to promote food justice and environmental stewardship through a teaching garden, community fridge, and farm stand.

JOB DESCRIPTION

Riverdale Neighborhood House is seeking a Garden & Environmental Program Manager to steward and grow RNH's work to build a resilient food system in the northwest Bronx. In 2021, RNH transformed 3,000 square feet of asphalt to construct the Food & Farm Hub, made up of an educational garden, community fridge, youth market, and gathering space. As part of the newly adopted strategic plan for the next 5 years, RNH is committed to expanding the impact and reach of its food and environmental programming, making it a core pillar of the organization's mission.

A member of RNH's Community Division, the Program Manager reports to the Divisional Director and will have a leadership role in building out and overseeing a growing set of community initiatives focused on gardening, sustainability and environmental justice. Programs include managing the teaching garden and growing spaces on campus, developing and implementing an intergenerational educational curriculum, and co-directing the Food & Farm teen internship program. They will also work with external partners to create new green spaces in the community.

Using the teaching garden as an outdoor classroom, this position will help implement many of RNH's environmental justice initiatives with the goal of engaging community members of all ages in environmental stewardship and critical exploration of the food system. The Program Manager will work closely with the Community Division's Food Justice Manager to develop intergenerational programs that work to create a local sustainable food system that addresses equity at all sides. They will also collaborate with other departments across RNH (e.g. Early Childhood, Youth, Volunteering) and external partners.

This position requires a technical background in gardening/agriculture, an ability to manage multiple projects simultaneously, a passion for food and environmental justice, and an eagerness for hands-on programming. A “can do” attitude is essential as well as creativity and a commitment to advancing equity in all work.

DUTIES AND RESPONSIBILITIES

Garden and Growing Space Management

- Oversee the daily maintenance of the teaching garden, including propagation, watering, and harvesting, as well as other green spaces on the property
- Manage the crop planning, purchasing, and administrative organization of the garden
- Maintain and expand growing spaces on campus and in the community, including pollinator gardens and flower beds.
- Maintain the three-bin compost system
- Coordinate schedule and shift assignments for regular garden volunteers
- Set and track key performance indicators for program success

Education and Engagement

- Develop and implement a gardening and environmental stewardship curriculum, adaptable to different age groups, that centers on sustainability, STEM, food justice, and creativity
- Lead weekly gardening lessons for after school groups (K-12th). Manage instructional programs including planting, weeding, plant anatomy, and compost
- Working with the Food Justice Manager, lead Food & Farm internship program for teens and young adults, exploring the intersection of environmental stewardship, mutual aid, and food justice
- Facilitate volunteer hours and service days for community groups, school trips, etc.
- Support Community Division to create intergenerational community events and workshops based in the garden

Youth Market Manager

- Work alongside Food Justice Manager to manage the daily operations of the Youth Market, including ordering, budgeting, marketing, set-up/break-down, and staffing
- Supervise youth staff at the market, including training them in customer service, market regulations and educating them in seasonal eating
- Work with partners to develop community initiatives and expand market outreach

Program Strategy

- Work with the Divisional Director of Community Engagement & Development to develop and execute strategies to expand environmental stewardship work in the community, including building community assets (e.g. community gardens) to implement programmatic growth
- Work with Divisional Director of Community Engagement & Development to manage program budget, secure new funding, and establish community feedback mechanisms

REQUIREMENTS/QUALIFICATIONS:

- Minimum 3 years hands-on experience in agriculture/gardening
- Experience working with children in an educational setting and comfort working with all age groups, including young children and teens
- Experience developing and delivering gardening educational curriculum
- Passion for food justice, local food systems, and community resilience
- Willingness to work outdoors in all weather (rain, heat, snow)
- Confident, with strong interpersonal, communication and relationship building skills
- Ability to lift 50lbs
- Self-starter, able to work independently, a motivational team player and creative thinker
- Sense of humor and ability to work in a changing environment
- Preferred proficiency in Google Workplace (particularly Docs & Sheets)
- Bachelor's degree preferred
- Successful Background Check and State Central Registry clearances required

WORK SCHEDULE: 35 hours per week. Tuesday-Saturday or Sunday-Thursday schedule

COMPENSATION AND BENEFITS: This full-time, non-exempt position pays \$52,000-\$59,000. Employee benefits include medical, dental, life and disability insurance. Competitive vacation, holiday and sick time. RNH also closes for a one-week period at the end of the calendar year. 403(b) thrift plan with employer match and commuter benefits.

EQUAL OPPORTUNITY EMPLOYER: RNH is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, age, religion, gender, marital status, sexual orientation, disability, veteran status, political orientation, or any other characteristic protected by federal, state, or local law.

TO APPLY: Please submit resume and cover letter to humanresourcedept@riverdaleonline.org