



Petaluma People Services Center is dedicated to improving the social and economic health of our community by providing programs that strengthen the dignity and self-sufficiency of the individual. Our core services include: Senior Services, Counseling, Youth Programming including Mentor Me, Housing, Employment and Petaluma Bounty Farm.

JOB TITLE: **Bounty Farm Education & Community Gardens Coordinator**
FLSA STATUS: **Not Exempt; Full-Time (40 Hours/Week)**
COMPENSATION: **\$25 to \$26/hr**
DIRECTOR: **Director of Petaluma Bounty**
SUBMIT: **Cover Letter and Resume to jobs@petalumapeople.org**

PROJECT OVERVIEW:

Petaluma Bounty is a farm-based community food security project whose mission is healthy food for everyone through collaboration, education, and promoting self-sufficiency. Our vision is to grow a thriving local food system where consumers make informed decisions; farmers make a decent living while prioritizing ecological stewardship of the land; and all people - regardless of income - have access to healthy food.

The Coordinator serves two roles that support this mission:

- **50% Education & Engagement Coordinator** managing, implementing, and growing the education and engagement programming at Petaluma Bounty, including but not limited to: educational farm visits, volunteer coordination, on-farm content creation, community outreach, and internship programming.
- **50% Community Gardens Coordinator** representing Petaluma Bounty with neighborhood groups, schools, local government and other institutions; providing support for existing community gardens and facilitating the creation of new gardens; and convening groups to support and promote community gardens.

POSITION OVERVIEW:

The Coordinator will work with staff and alongside community partners to ensure the success of the education, engagement and community gardens programs at Petaluma Bounty and develop new programming in line with Petaluma Bounty's mission and organizational priorities. This position offers a mixture of on farm hands-on work as well as program administration and office-based projects. Applicants must be willing and capable of physically demanding work including lifting, carrying, pruning, planting, harvesting, and watering outdoors in varying weather conditions. A typical work week is Tuesday through Saturday and may include some evenings.

ESSENTIAL JOB FUNCTIONS & RESPONSIBILITIES:

- Continue to develop and execute educational initiatives and curriculum for priority initiatives collaboratively identified by Director

- Establish and maintain partnerships & relationships with key community organizations
- Lead recruitment, coordination, and execution of the volunteer program & intern program
- Support sales outlets as needed
- Create content for website, blog, social media, weekly newsletter and reports in collaboration with Communications Coordinator
- Co-develop and implement annual outreach plan and campaigns for Bounty initiatives that involve tabling, door-to-door outreach, and supporting community listening sessions
- Support creation and translation of outreach materials including instructional videos, fact sheets, brochures, recipe cards, bus signage, and training curriculum.
- Regularly meet with garden leadership teams located on City of Petaluma property to coordinate activities and ensure compliance with City policies and Garden Agreements
- Prepare and maintain accurate and timely community garden records and reports (e.g., garden rosters, plot fees, waiting lists, etc.)
- Collect data, evaluations, and participant feedback
- Other duties as assigned

SKILLS & QUALIFICATIONS:

- Minimum experience: one year in gardening, farming, landscaping, environmental services and/or education; OR two years' experience working with community programs in education, and/or youth development. Undergraduate degree preferred.
- Bilingual, English & Spanish
- Community organizing and group facilitation experience
- Home/neighborhood scale organic food growing skills and experience
- Demonstrated communications and interpersonal skills, able to work with people of diverse ethnic and cultural backgrounds
- Sufficient working skill on Google Suite and/or Microsoft Office (Word, Excel, etc.). Proficiency with Constant Contact, WordPress, and Canva or other graphics design programs a plus
- Must pass criminal background check and DMV background check; and have a valid driver's license and own transportation as well as ability to drive Agency truck

It's a requirement of this position, for the safety of all PPSC employees and clients, that the jobholder be fully vaccinated against COVID-19.

ADA COMPLIANCE - PHYSICAL, ENVIRONMENTAL, COGNITIVE & PSYCHOLOGICAL REQUIREMENTS:

Physical: Includes a mixture of sitting and physically demanding work outdoors. Regularly sits up to 2-3 hours per day. Gets up and down frequently throughout the day to interface with others. Must have excellent hearing, speech and writing capabilities and the ability to lift 30+ pounds regularly.

Environmental: Works alone, with and around others. Work environment is moderately noisy. Distractions are regular.

Cognitive: Required to read, write, compile, sort and analyze simple to moderately complex information. Independently assesses workload and prioritizes activities. Very strong organizational and planning skills. Able to communicate and resolve semi-complex problems independently. Excellent

listening skills and ability to perform tasks requiring great attention to detail. Uses judgment and initiative, within defined limits of discretion, in making recommendations and decisions.

Psychological: Strong interpersonal and communications skills to deal with emotional, demanding or difficult people and/or situations. Regular exposure to high-stress situations with demands, deadlines, shifting priorities and multi-tasking. Excellent teamwork and proactive group participation are a necessity.

BENEFITS: Paid sick time, vacation and holidays. Comprehensive benefits package, including medical, dental, and vision coverage, premiums prorated for part-time employees; employee assistance program, flexible spending account (FSA), long-term disability insurance, and a 403(b) plan.

PPSC is an Equal Opportunity/Affirmative Action Employer. It is our strong belief that equal opportunity for all employees is central to the continuing success of our organization. We will not discriminate against an employee or applicant for employment because of race, color, national origin, ethnicity, age, gender, sexual orientation, religion, political affiliation, marital status, veteran status, genetic information, physical disabilities or medical condition (i.e., AIDS or ARC-related or cancer) or any other category protected by Federal or State law in hiring, promoting, demoting, training, benefits, transfers, layoffs, terminations, recommendations, rates of pay or other forms of compensation. Opportunity is provided to all employees based on qualifications and job requirements.