



PO Box 3104
BINGHAMTON, NY 13902
607-205-8108
www.vinesgardens.org

Job Title: Community Garden Manager

Location: Binghamton, NY

Application Deadline: December 8, 2021 @ 12pm

Position Start Date: January 2022

Employment Terms: This is a 35 hours/week full-time, non-exempt position.

Salary & Benefits: \$17/hour. Full time employees receive 18 days of paid time off, 10 holidays, and 6 sick days per year. Health, Dental, and Vision Insurance offered. Paid family leave.

Summary: The Community Garden Manager (Manager) will be responsible for the overall planning and management of the VINES community gardens and related educational programming. VINES currently has 21 community gardens, and further growth of the program is expected. The person in this role should enjoy working with people and empowering others to develop their own leadership skills.

Key Duties and Responsibilities:

- Manage VINES community garden program by supervising and supporting volunteer site coordinators, overseeing annual garden sign ups, coordinating volunteer involvement, assisting with site improvements, and planning new growing sites;
- Recruit and train new garden site coordinators and other volunteers;
- Gather and analyze data to identify target sites for new community gardens that are in census blocks with a poverty rate of 20% or higher or are in Potential Environmental Justice Areas;
- Conduct outreach in neighborhoods surrounding target sites to identify community leaders and generate interest in new gardens;
- Provide annual community garden development trainings for the general public and oversee the new garden proposal process as well as the new garden construction process;
- Coordinate Green Thumb workshop series which provides educational events for the public on the topics such as raised bed gardening, home composting, food preservation, and healthy cooking;
- Coordinate the Cultivation Calendar, an effort within the Green Thumb Program, which provides weekly tips on gardening, food preparation and food preservation to people via text and email;
- Supervise and coordinate AmeriCorps members, interns, volunteers and other staff as assigned;
- Establish links in the community, business and local agencies to support and deliver ongoing quality programming that meets the need of the community;
- Represent VINES to the public, community leaders, colleagues, volunteers, government officials and the general public in a professional manner;
- Document and evaluate the impact of VINES' community garden and Green Thumb programs;
- Work with the Executive Director to research, identify, and develop foundation and government grant proposals to support VINES community garden and Green Thumb programs;
- Manage related grant reporting and compliance as assigned;
- Assist the Board and other staff with fundraising efforts for VINES;
- Manage other special projects as assigned;
- Report data on a monthly basis to the VINES Board of Directors and participate in monthly staff meetings.

Skills & Qualifications

- Strong leadership and organizational skills, including ability to prioritize tasks for self and others;
- Experience related to organic agriculture operations, gardening, or nutrition preferred;
- Interest and knowledge in the topics of nutrition, sustainability, social justice, and community food systems and demonstrated commitment to mission of VINES;
- Ability to actively recruit and work with volunteers and program participants from diverse populations;
- Demonstrated commitment to mission of VINES and food justice;
- Sense of humor and ability to manage a busy environment;
- Advanced computer and analytic skills including experience with or comfort with learning database use and management, proficiency using the internet and Microsoft Word, Excel, Publisher, Zoom, Google Suite, & experience with social media, website content management and email platforms;
- Flexibility in handling a diversity of tasks;
- Outstanding written and verbal communication skills;
- Ability to work both independently and as part of a team;
- Ability to work as a team with community members, community organizations, volunteers from a variety of ages, socioeconomic and ethnic backgrounds; especially low-income populations;
- Experience in directing and collaborating with volunteers;
- Connection or familiarity with the Binghamton community or similar demographic.
- Ability/willingness to participate in physical labor in all weather conditions;
- Commitment to excellence, efficient work practices, and pride in a job well done.
- Experience in grant writing preferred;

Job Requirements

- Valid driver's license and clean driving record;
- Able to work weekends and occasional evenings;
- Experience driving large vehicles or comfort in learning how to;
- Ability to lift 40 lbs.

To apply:

Please email (ideally as one pdf attachment) a cover letter and resume to amelia@vinesgardens.org with "Community Garden Program Manager Application" in the subject line.

Equal Opportunity Statement

Equal Employment Opportunity has been, and will continue to be, a fundamental principle at VINES, where employment is based upon personal capabilities and qualifications without discrimination because of race, color, religion, national origin, marital status, political affiliation, sexual orientation or gender identity, status with regard to public assistance, disability, sex, age, or any other protected characteristic as established by law. This policy of Equal Employment Opportunity applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination and all other terms and conditions of employment.

COVID Exposure Prevention

The VINES board is currently working on a policy to require vaccination for all VINES staff.