



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

Job Title: Community Engagement Coordinator
Location: Binghamton, NY

Application Deadline: December 8, 2021

Position Start Date: January 2022

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

Salary & Benefits: \$16/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 Engagement Coordinator will assist VINES' Program Managers with recruiting, placing and supporting volunteers with programs to ensure they have the volunteer base needed to be successful. The Community Engagement Coordinator will also support VINES' programs through onsite work at the Urban Farm, Community Gardens and at Green Thumb Workshops, as well as be involved in outreach efforts to promote VINES' programs. VINES relies heavily on volunteers for its work in the community. The person in this role should enjoy working with people and promoting volunteerism.

Key Duties and Responsibilities:

- Recruit and place volunteers with the Community Gardens, Farm Share, Binghamton Urban Farm, and other volunteer projects;
- Periodically oversee volunteer workdays with various programs;
- Input data weekly into volunteer database and manage database to track volunteer hours, volunteer skills and other data to enhance volunteer engagement efforts;
- Oversee volunteer appreciation efforts to ensure that volunteers feel their time is valued and acknowledged;
- Conduct outreach to engage community members in VINES' programs as volunteers and program participants. Outreach efforts include but are not limited to: tabling at events, presenting to community and university groups, door to door outreach;
- Assist the Urban Farm Manager (UFM) with planting, harvesting, and caring for crops in hoop houses and production fields;
- Assist the Community Garden Manager (CGM) with community garden management and expansion;
- Organize a community meal for ~150 people on the 5th Tuesdays of the month (~4 times per year) at the United Presbyterian Church;
- Oversee the Wellness Wagon program, through which community volunteers drive VINES' van to shuttle North Side residents to the grocery store;
- Regularly create content for organizational communications (including social media, listserv emails, website and more);
- Document, report on and evaluate programs/progress;
- Assist in resource development to support VINES activities;
- Manage other special projects as assigned;
- Prepare staff report on a monthly basis to the VINES Board of Directors.

Skills & Qualifications

- Strong leadership and organizational skills, including ability to prioritize tasks for self and others;
- 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;
- 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;
- Sense of humor and ability to manage a busy environment;
- 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 with people from a variety of ages, socioeconomic and ethnic backgrounds; especially low-income populations;
- 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.

Job Requirements

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