



### **Urban Agriculture Coordinator**

The Delaware Center for Horticulture (DCH) seeks a self-driven, collaborative professional to serve as its Urban Agriculture Coordinator for DCH's Shearman Street Community Garden and E. D. Robinson Urban Farm sites. The Urban Agriculture Coordinator is a part-time, non-exempt position reporting to the Director of Programs.

This position provides the necessary planning, direction, and oversight to ensure the successful maintenance and management of daily operations and community outreach for both sites—on a part-time basis, up to 24 hours per week (3 days per week), from February through November (43 weeks).

Success in this role requires prior experience with community garden coordination and urban agriculture; an ability to work with and supervise volunteers, interns, community gardeners; ability to schedule, plant, grow, harvest, and distribute food crops. Candidates should be able to maintain accurate and up-to-date records; cultivate new and strengthen existing community relationships and partnerships; manage time efficiently; track spending and adhere to a set budget.

DCH seeks candidates who have a commitment to working with diverse audiences, and possess an attitude of inclusivity, respect for others, and a genuine passion for decreasing food insecurity and increasing community literacy around how to grow, use, and enjoy fresh local food.

#### **Primary Responsibilities and Priorities:**

- Under limited direction from the Director of Programs, be able to set daily and seasonal priorities for the E. D. Robinson Urban Farm the Shearman Street Community Garden.
- Work with DCH's management staff to coordinate the Branches to Chances® and Delaware River Climate Corps' trainees, seasonal interns, and DCH / community volunteers to assist with the daily operations of both sites as part of a hands-on learning experience.
- Create and strengthen community engagement at both sites through outreach programs, food distribution, and on-site gardening and instruction.
- Provide oversight and maintenance of all growing records including amount and type of food produced and amount sold or distributed.
- Plan, implement, and improve daily operations of the E. D Robinson Urban Farm and Shearman Street Community Garden, ensuring safe food harvesting/ distribution and oversight of existing community gardening plots/ community gardener program.
- Maintain accurate inventory of tools and equipment and ensure these are operating effectively and in good working order.
- Support Director of Programs in providing a proposed budget for supplies and needs each year. Ability to track spending and process receipts in a timely manner

### **Secondary Responsibilities and Priorities**

- Work with DCH colleagues and community partners in creating and implementing high standards of aesthetics, production and community engagement for the E. D. Robinson Urban Farm and Shearman Street Community Garden.
- Attend regular check-in meetings with the Director of Programs and ensure frequent and effective communications are occurring regarding the E. D. Robinson Urban Farm and Shearman Street Community Garden about community involvement and general operations, market involvement or distribution of produce at each site.
- Collaborate with Communications Manager and Volunteer & Membership Manager to coordinate promotion of urban farm events, updates and volunteer opportunities.
- Maintain accurate timesheets.

### **Desired skills and qualifications**

- Self-directed with the ability to work independently with minimal supervision and to collaborate with others in a team setting.
- Vegetable gardening and urban agriculture experience and ability to teach / demonstrate that knowledge to diverse audiences.
- Current driver's license, clean driving record and ability to operate DCH vehicles.
- Good working knowledge of plant identification, plant use and proper horticultural/ agricultural practices.
- Ability to work outside in a variety of weather conditions and physically be able to lift up to 50-lbs, drive, bend, stand and walk for prolonged periods of time.
- Ability to use various gardening tools including mowers, string trimmers, hand tools, etc.
- Ability to use Microsoft Outlook and Microsoft Office (Word, Excel, PowerPoint) etc. with ability to manage project budgets and track expenses.
- Enthusiasm and interest in workforce development, community greening and urban agricultural initiatives.

### **Compensation and Term**

- Pay Range (\$17 - \$22/ hour), commensurate with experience.

### **Instructions to Apply**

Please send a cover letter, resume and three professional references to:

[careers@thedch.org](mailto:careers@thedch.org) (Please reference *Urban Agriculture Coordinator* in email subject line)

For information about the Delaware Center for Horticulture's mission, values and programs, please visit [www.thedch.org](http://www.thedch.org). Applications will be reviewed as they are received. Position open until filled. No phone calls please.

DCH is an equal-opportunity employer that is committed to diversity, equity and inclusion. DCH prohibits discrimination and harassment of any kind based on race, ethnicity, sex, religion, gender, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

DCH's policies apply to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. The Delaware Center for Horticulture makes hiring decisions based solely on qualifications, merit, and business needs at the time.

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