



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:** Petaluma Bounty -- Community Gardens Coordinator  
**FLSA STATUS:** Not Exempt; Part-Time (20 Hours/Week)  
**COMPENSATION:** \$26/hr  
**DIRECTOR:** Director of Petaluma Bounty  
**SUBMIT:** Cover Letter and Resume to [jobs@petalumapeople.org](mailto: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.

#### **POSITION OVERVIEW:**

As Community Gardens Coordinator you will represent Petaluma Bounty with neighborhood groups, schools, local government and other institutions; provide support for existing community gardens and facilitate the creation of new gardens; and convene groups to support and promote community gardens.

#### **ESSENTIAL JOB FUNCTIONS & RESPONSIBILITIES:**

- Work effectively with community members, volunteers, school and government staff, and others, to support community gardens already in place and help to create new gardens
- Organize and do neighborhood outreach to publicize proposed or planned garden projects
- Regularly meet with garden leadership teams located on City of Petaluma property to coordinate activities and ensure compliance with City policies and Garden Agreements
- Prioritize strengthening each garden team's leadership and governance capabilities
- Prepare and maintain accurate and timely community garden records and reports (e.g., garden rosters, plot fees, waiting lists, etc.)
- Contribute to newsletter and marketing strategies of the Petaluma Bounty including: writing blog posts, sharing photos and news from the community gardens
- Develop programming and curriculum in partnership with Director
- Collect data, evaluations, and participant feedback
- Professional conduct in representing Petaluma Bounty
- Other duties as assigned

#### **SKILLS & QUALIFICATIONS:**

- Committed to Petaluma Bounty's mission

- 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
- Well-organized and able manage your schedule and commitments responsibly as well as work remotely in the field
- Sufficient working skill on Google Suite and/or Microsoft Office (Word, Excel, etc)

**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 in the field. 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.

**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.