

## **JOB DESCRIPTION: Community Programs Coordinator (VISTA)**

### **Position Overview:**

Under the direction of the Operations and Development Director, the Community Programs Coordinator VISTA will work directly with YGP's many community-based programs and events. We are looking for an individual who is flexible, collaborative, able to work independently, exhibits strong leadership, and is enthusiastic about using the profound process of growing food as a healthy space for all members of the community to learn and grow.

**Term of Service Dates: August 19th, 2018-August 30th 2019**

### **Benefits:**

- VISTA members are expected to work 40 hours per week
- End of service award (\$5,920 education award voucher or approximately \$1,800 cash stipend)
- Living allowance (\$472.22/every other week)
- Healthcare allowance/ Child care (if applicable)
- Relocation/settling in allowance
- Non-competitive eligibility status for federal jobs (ie for 1 year after service VISTAs can be non-competitively selected for federal jobs, like those with the Park Service, BLM, or other agencies. Applicants do not have to compete, and the hiring process can be much easier!)
- VISTA members will be certified in CPR and First Aid; certification opportunity will be provided if applicant is not already certified
- For more info visit <https://www.vistacampus.gov/in-service/benefits-service>

### **Required Skills and Experience:**

- Candidate must have experience in volunteer management, non-profit administration, and/or community development
- Graduate of an accredited university or college
- Strengths in time management, prioritizing/prioritization, delegating tasks, and multi-tasking
- Advanced verbal and written communication skills with external and internal audiences across all populations
- Highly organized through prep and execution of programs including data collection, participation tracking, and evaluation
- Record of sound job performance and project management based on results
- Proficient with Microsoft Office Suite, Quickbooks and G-Suite

### **Primary Duties and Responsibilities:**

#### **Community Programs Management**

- Manages the following YGP community programs and events including managing supplies, recruiting volunteers/participants, scheduling with staff, marketing and public relations, and evaluating program inputs/outputs:
  - Weed N Feed & Volunteer Program
  - Rentals & Farm Stand Pilot
  - Year-round Workshops
  - Various alumni, coalition, and community events

### **Public Program Development & General Organizational Capacity Building**

- Design and implement new visible and inclusive educational resources for all ages and populations in the region
- Assist in developing new partnerships and coalitions in the community to support existing and future programs and events
- Assist with ongoing outreach to the community and YGP stakeholders (volunteers, partners, sponsors, alumni, etc.)
- Assist in developing YGP's CRM database, re-branding, and public image campaign
- Assist with grant-writing and fundraising events - occasionally beyond normal work hours

#### **TO APPLY:**

Please e-mail a brief cover letter and an attached resume with three professional references to Operations and Development Director, Kate Niederehe, [kate@youthgardenproject.org](mailto:kate@youthgardenproject.org).

Applicants also required to apply through Americorps VISTA website:

<https://my.americorps.gov/mp/listing/viewListing.do?id=81299&fromSearch=true>.

Open until filled.