



Garden Support Coordinator



Our Vision

A city filled with thriving neighborhoods where all people have equitable access to critical resources that support opportunities for education, recreation, and food sovereignty.

Our Values

To operate with a central focus on stewardship, integrity, justice, community engagement, cultural humility, equity, and excellence.

What We Do

We design shared urban greenspaces and the programming that unlocks its potential for:

- youth employment
- environmental justice
- food sovereignty
- racial equity
- community building

Start Date: Apr 29, 2024

Salary: \$45,000-\$50,000

Position Type: Full-time, Exempt, Year-round

Reports To: Executive Director

Schedule / Hours: 35 hour workweek, M-F, 9-5. A few Saturdays and/or evenings a month.

Responsibilities

Education & Engagement (40%)

- Manage consultation, planning, recruitment and assessment activities with current and prospective garden partners to help them identify their needs and meet their goals.
- Design and facilitate workshops and trainings, including for Taproot Staff & Youth Employees, Community Garden Managers and School-based Gardens.
- Support field research to document urban agriculture in Rochester.

Position Description

This new position will lead the team to provide technical, material, planning, and educational support to urban growers in Rochester, through a suite of services called "The Collective." This work will occur across three main functions: **Education & Engagement, Materials & Installations, and Urban Farm Management.** The Collective is organized in a tiered menu of services designed to foster long-term reciprocal relationships with partnering organizations, and the development of peer networks of support among urban growers.

The ideal candidate is an expert in urban agriculture (5+ years of experience), has a background in community and/or youth engagement, and is proficient in carpentry/construction. We seek to maintain a flexible, growth-focused, and person-centered work environment. Individuals who are highly organized, committed to accountability, equity-focused, passionate about partner- and community-based programming, and comfortable in a small-team start-up environment will find success at Taproot.



- Represent Taproot in the urban agriculture community by participating in Urban Agriculture Working Group meetings and supporting collaborative community events.

Materials & Installations (30%)

- Purchase, prep, and deliver all necessary materials for summer youth residency projects and garden installations.
- Facilitate installation/implementation of projects, both directly and by training/supporting staff, community partners, and/or youth.
- Support Youth Employment staff in designing projects for youth interns.
- Coordinate seasonal materials distributions for community gardens

Urban Farm Management (15%)

- Manage Taproot's First Market Farm for food production and educational programs.
- Manage volunteers (individuals and groups) and tours at First Market Farm.

Shared Administrative Duties (10%)

- Ensure compliance with all grant & program budgets.
- Document programs, impacts, and processes.
- Support relevant grant reporting and grant writing activities.

Qualifications and Experience

- Expert-level knowledge of urban agriculture practices, especially organic, permaculture and/or regenerative techniques. Experience with fruit trees, chickens, and/or honeybees is a plus.
- Proficiency in basic carpentry/construction, suited to designing, adapting, and building projects like raised beds, trellises, outdoor furniture, and signage.
- Experience delivering educational programming to a range of audiences and in a range of settings, especially outdoors and with youth.
- Highly organized and accountable; ability to maintain multiple project timelines and partner organization relationships simultaneously.
- Excellent written and verbal communication: comfort with public speaking is essential, grant-writing experience is a plus.
- Able to work collaboratively with people from diverse backgrounds in terms of race, ethnicity, gender identity, sexual orientation, class, ability, and religion; comfort working in the public eye.
- A commitment to cultural humility and inclusiveness, anti-racism, and equity.
- Enthusiasm for working outside in a range of weather, willingness to get dirty, and able to model calm behavior around insects.
- Reliable transportation within the Rochester region, and a valid driver's license.



Garden Support Coordinator



Benefits

- Healthcare Reimbursement Arrangement
- 401(k) with 4% Employer Match
- 30 days of PTO a year (some seasonal limitations apply), plus 16 company holidays
- Annual funding for professional development and training
- Flexible in-office/WFH work environment
- Mileage Reimbursement
- Cell Phone Reimbursement
- Free produce and honey from our First Market Farm

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. In performing the duties of this job, the employee is regularly required to:

- Work outdoors and work at a computer for extended periods of time
- Stand, walk, bend, kneel, and/or crouch, sometimes on uneven surfaces
- Lift 30-50 pounds safely
- Safely use power tools such as saws, drills, sanders, and landscaping equipment
- Use wheelbarrows, long-handled garden tools, and hand tools
- Handle items such as documents and seeds
- Communicate effectively in outdoor and indoor settings, often with groups
- Specific vision abilities required by this job include close vision, color vision and ability to adjust focus

How To Apply

Send a resume and cover letter to info@taprootcollective.org. You may write a traditional cover letter, or use another format to introduce yourself to us, such as a video or slideshow. We will accept applications until **Apr 19, 2024**.

We are an organization led by people with multiple identities. We strongly encourage members of marginalized communities to apply. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender identity or expression, sexual orientation, national origin, disability, or age.

Questions about this position can be sent to info@taprootcollective.org.