



Garden & Special Projects Coordinator – Position Description

Purpose & General Description

Garden & Special Projects Coordinator has direct contact with the public as a representative of the North Liberty Community Pantry and is an extension of our mission to engage the community in feeding and clothing our neighbors. We believe everyone has the right to be free from hunger; everyone deserves to be treated with dignity and respect; families need community support to be successful; families have the right to self-determination; the community has a role/social responsibility in providing for their members; and everyone deserves to have the option of healthy nutrition choices, along with the access to knowledge and resources to implement healthy eating.

The Garden & Special Projects Coordinator reports directly to the Executive Director. Additional oversight is provided by the Staff Parish Relations Committee of the North Liberty First United Methodist Church. This position is a full-time position. Compensation for the position is competitive with similar roles with non-profit organizations working in health and human services in the State of Iowa. The annual salary is \$29,000-\$34,000 plus benefits. Salary is commensurate with experience and/or education. The Garden & Special Projects Coordinator will be a steward of the mission and vision of the pantry and its existence as an outreach ministry of the North Liberty First United Methodist Church.

Functions

The Garden & Special Projects Coordinator is responsible for assisting with the smooth functioning of Pantry operations, including internal communication with volunteers and staff and external communication and marketing with donors, families, and other organizations in regards to garden and special projects. The role will provide additional access to the Pantry and Garden for community members and volunteer groups. This role is accountable in the effective maintenance and implementation of programs for the Growing Together Garden, including crop selection and upkeep, working with volunteers and staff to coordinate garden activities, and implementing effective programs to educate the community about the value of fresh produce. This role is responsible for the effective execution and maintenance of Pantry programs including seasonal distributions, education, and periodic special projects as well as the acquisition, inventory and management of goods as it pertains to those projects. Additionally, the Coordinator will be a point of contact for individuals making first-contact with the Pantry.

Key Responsibilities

- Support the Executive Director as first contact and addressing immediate pantry needs
- Assist with outcome data development, gathering, and reporting on program outcomes
- Work with professionals to plan the selection of fruits and vegetables for planting and provide hands-on classes teaching methods of preparing fresh produce
- Coordinate volunteer schedules to plant, maintain, and harvest produce for Pantry programs
- Organize opportunities for families to participate in all gardening activities

- Gather, post, and teach nutrition facts about the fruits and vegetables available
- Maintenance of inventory for toiletry and clothing purchases
- Project management, including direction of resources related to special projects such as volunteers, budgets, timelines, and material goods
- Obtain input from clients regarding fresh food preferences
- Receive financial and in-kind donations
- Assist with marketing material creation and distribution
- Attend and oversee committees including Garden, PEAS and Operations

Preferred Qualifications

- Experience using personal computer with intermediate skill level for word processing, data management and communication, specifically including Microsoft Word, Excel, and Publisher
- Experience in garden planning, planting, and harvesting, with a focus on sustainability and health
- Effective public speaking and presentation skills
- Commitment to service, comfortable making and implementing decisions, comfortable with ambiguity
- Strong interpersonal skills, organization, written, and verbal communication skills
- Demonstrated ability to prioritize tasks
- Experience working in a non-profit social services organization
- Experience working with volunteers
- Garden Center/Greenhouse/Agricultural experience a plus

Minimum Qualifications

- High School Diploma or Equivalent required
- Applicants must be able to pass a background check
- Compassion for those in need, positive attitude, and ability to maintain confidentiality
- Basic computer skills
- Ability to routinely lift and move up to 50 pounds

All staff positions with the North Liberty Community Pantry are employees of the North Liberty First United Methodist Church.

Applicants should submit a Cover Letter, Résumé, and application to the Executive Director, Kaila Rome, at the Pantry: drirector@northlibetycommunitypantry.org or mail to: **89 N Jones Blvd., North Liberty, IA 52317.**

The North Liberty First United Methodist Church is an EEO employer.