



EMPLOYMENT OPPORTUNITY
Garden Program Manager (Bilingual Spanish/English)

Position: Garden Program Manager

Position Type: Full-time / Exempt

Reports To: Deputy Director

Location: Eugene & Springfield, OR / Occasionally: Cottage Grove, OR

Salary: \$57,000 - \$61,000 annually

Hours: Tuesday-Saturday / Occasional evening hours

Application Deadline: Position open until filled; application review begins March 30

Start Date: Within three weeks of job offer

TO APPLY

Email your resume and cover letter in PDF form to brook@plazacomunidad.org.
References will be requested of final candidates.

The successful applicant will be required to provide proof of eligibility for employment and pass a background check.

SUMMARY OF POSITION

Plaza program managers lead a specific program team and/or activities that support Plaza's vision, mission, and goals. They provide leadership for the development, management, and delivery of the program, carrying out the work of our organization. The program manager oversees the overall operations of the program and ensures high-quality services through leadership and support of the team, as well as support for the community served by the program.

Program managers must regularly utilize strong skills in team leadership, coordinating staff assignments, project management, budget management, grant reporting, and outcomes tracking. They display use of appropriate independent judgment and are effective with both oral and written communications. They manage partner relationships and represent our organization with external constituents.

As a member of the Leadership Team, program managers also provide important insight, recommendations and support on organization-wide matters or projects. They help determine strategy for their program in alignment with the organization's mission. Program managers understand administrative functions and model adherence to policies, helping their team to do the same. They exercise critical thinking to problem-solve and oversee the program for which they are responsible.

GARDEN PROGRAM MANAGER

Our Garden Program supports approximately 200 primarily Latinx and immigrant households in growing their own organic produce in community gardens, located across Lane County. The work is dynamic and responsive, and includes administrative tasks; hands-on, “in the dirt” projects; and in-person, community events. The range of work moves between the fields of sustainable agriculture, community organizing, adult education, and social service provision.

The Garden Program Manager is responsible for making key programmatic decisions for our Garden Program and supervises a team of three staff members who coordinate educational events and communications, complete garden maintenance, and support gardeners across seven community gardens. The Garden Program Manager also stewards relationships with volunteers, community partners and clients; manages garden-based projects such as the annual greenhouse grow-out of culturally important plants; and oversees and/or actively provides cultural and educational programming related to sustainable agriculture. They regularly collaborate with various constituents on campaigns, committees related to sustainable agriculture and food sovereignty, and special gardening projects or events.

This is a public-facing role in a member-centered program and it is therefore essential that the Garden Program Manager be respectful, dependable, adaptable, and an effective communicator. The role requires a versatile leader who is able to balance a wide variety of responsibilities including collaborative leadership, administrative duties, hands-on work in the gardens, and managing various internal and external relationships

KEY RESPONSIBILITIES FOR ALL PLAZA PROGRAM MANAGERS

- Organizational leadership
- Oversee program staff in day-to-day performance of their jobs
- Program/staff administration
- Hiring and termination of program staff
- Outreach
- Budget management and funding
- Develop and foster partnerships that support the goals of the program
- Monitor program operations for quality, efficiency, and effectiveness
- Model effective problem-solving, conflict resolution, initiative, and self-care
- Manage volunteers who support the program
- Ensure program compliance with required training and the safety of staff, clients, property, and buildings, i.e. OR Mandatory abuse reporting laws, HIPAA, fire regulations, and all policies under which the facility is licensed and operates

RESPONSIBILITIES SPECIFIC TO GARDEN PROGRAM MANAGER

- Manage a team of three staff responsible for the maintenance of the community gardens, client communications and relationships, and the provision of agricultural and cultural programming
- Develop and implement new partnerships, projects and expansions to existing or new community gardens
- Assist garden staff in physical upkeep of community garden sites
- Ensure that the garden staff have volunteer support and materials necessary to maintain the gardens and specific garden projects

- Support garden staff with administrative tasks
- Oversee specific program projects
- Coordinate with staff, partner organizations and program members to offer educational and cultural programming related to gardening and food
- Work to remove barriers (linguistic, or other) for historically underserved gardeners and farmers
- Serve as a general resource for program members and staff
- Represent the program and organization in presentations, garden tours, and other outward-facing engagement.
- Steward ongoing relationships with community partners, donors/supporters, volunteers and clients/members
- Represent our communities' and clients' interests in the fields of sustainable agriculture, food access, food sovereignty, and farmer workers rights
- Other duties as assigned

ADDITIONAL RESPONSIBILITIES

In addition to the primary responsibilities outlined above, the Garden Program Manager will periodically help with other tasks in support of successful delivery of all of our programs. Potential tasks include assisting with:

- Fundraising activities
- Coordinating cultural events
- Tabling at festival and community events
- Representing our organization at community forums and collaborative meetings
- Staffing the administrative office when reception staff is not available
- Other duties as assigned

WORK ENVIRONMENT

This position requires regular work outdoors in the garden spaces. For example, a typical week includes a combination of time in the office, gardens, at meetings, and doing administrative tasks remotely. Due to the nature of in-person gardening and community work, this position requires a person who is flexible, and comfortable working in a variety of conditions and contexts.

REQUIRED SKILLS & QUALIFICATIONS

The successful candidate will be community-oriented, dedicated, adaptable, respectful and be passionate about Plaza's mission. Specifically, the position requires a candidate with the following skills and qualifications:

- Ability to speak, write, and understand Spanish and English.
- Minimum 3+ years prior leadership experience, supervising staff
- Associates degree or equivalent education
- Experience or education related to sustainable agriculture
- Experience or passion for cultivating organic produce or medicinal plants, especially culturally significant crops
- Experience working with the community and people from a variety of backgrounds
- Excellent written communication skills
- Must be efficient, resourceful, and have good problem-solving skills
- Work well independently and as part of a team

- Experience using Google Suite, Microsoft Suite, and database management
- Strong time management skills and the ability to manage multiple projects
- Excellent interpersonal skills for public speaking, stakeholder engagement, and cross-functional collaboration
- Experience hiring, training, and inspiring diverse teams
- Experience managing project budgets and spending
- Must be able to perform physically strenuous garden-related tasks including the ability to lift 50 pounds
- Must have a car and a valid driver's license

IDEAL CANDIDATES:

- Come from the community we are serving
- Enjoy working outdoors, in all seasons
- Enjoy collaborating and working in a team setting
- Feel a sense of personal responsibility for serving our community and improving the world we live in
- Have experience in creating planting schedules for greenhouses
- Have experience leading workshops or creating educational guides or handouts for adult learners
- Have experience with community-led and collaborative projects or programs
- Have experience with grant writing

BENEFITS

We offer a comprehensive benefits package including:

- Medical, Dental, and Vision (100% coverage of employee's medical, dental, and vision insurance)
- 12 paid holidays
- Paid Time Off
- 401(k) with employer match

EQUIVALENCY STATEMENT

We encourage people of color, immigrants, people with disabilities, and gender non-conforming individuals to apply. Studies have shown that women and people of color are less likely to apply for jobs if they don't meet every one of the qualifications listed. We care most about finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. If you meet key qualifications for the job, and believe you would be the best fit, we encourage you to apply. Please use your cover letter to share how you will accomplish parts of the job for which you have less experience.