

Position Description: Northern Rhode Island Conservation District Urban Agriculture Program Coordinator

Position Type: Temporary, Part-Time

Dates of Posting: Applications accepted through March 14, 2019 at 4:00 pm EST

To Apply: Please send cover letter, resume, and three references by email to:

Molly Allard, NRICD Outreach and Education Coordinator, mallard.nricd@gmail.com

The Northern Rhode Island Conservation District, a quasi-public not-for-profit agency located in Johnston, Rhode Island, is seeking an Urban Agriculture Coordinator to coordinate and implement a year-long Providence County Growers Leadership Program. This program will fund 8-10 emerging leaders to participate in a "Train the Trainer" series of workshops. NRICD's part-time Urban Agriculture Program Coordinator will manage the selection of program participants, organize key events, and manage grant deliverables with our partner organizations. Program participants will be individuals who are: (1) currently growing food in an urban space in northern Rhode Island, especially in areas with a demonstrated need for better food access; (2) ready to take the step from growing to leading and organizing other growers; and (3) able to engage in a learning and mentorship from partner organizations during the grant period. Participants will be selected by the Program Coordinator with input from our partner organizations. These participants can use their leadership skills, gardening and farming knowledge, and existing access to growing space to bring more community members into the local urban farming movement and ensure that growing spaces are active and community-managed.

Northern Rhode Island Conservation District (NRICD) is seeking an Urban Agriculture Program Coordinator who is experienced with urban food production to begin immediately and work through January, 2020. The Coordinator will report to the District Manager and Outreach and Education Coordinator and work cooperatively with them on this project. The position is designed to be flexible and adaptable to the scheduling needs of someone who is currently farming.

Responsibilities will include, but not be limited to:

- Selecting 8-10 emerging leaders from the urban agriculture community to participate in a series of 4-5 "Train The Trainer" workshops,
- Scheduling, organizing, and facilitating workshops in partnership with partner organizations,
- Working with program participants at the conclusion of the program to establish a leadership plan,
- Consolidating workshop materials into an Urban Growers Leadership Program Guide,
- Communicating program progress with partner organizations by phone, email, and/or periodic meetings,
- And other duties as may be determined by the District.

Required skills and experience include:

- Hands-on experience with, and knowledge about, urban food production,
- Experience working with partner organizations and coordinating meetings and events,
- The ability to work independently while adhering to deadlines.

- Working knowledge of the Microsoft Office suite of software.

The ideal candidate would also have:

- Knowledge of and/or existing partnerships with the urban agriculture community in Providence and/or northern Rhode Island,
- The ability to communicate in both English and another language.

Scheduling: This is a part-time position that has been funded for a total of 800 hours (approximately 17 hours/week **on average**) over the project period. The Coordinator will be able to arrange their own schedule around certain meetings and commitments, and will have the opportunity to complete some work remotely, but must have their own transportation for travelling to meet partners in the greater Providence area and reporting to meetings at the NRICD office in Johnston, RI. The Coordinator will manage their own allocation of hours under the supervision of the District Manager and Education and Outreach Coordinator, and may work more hours some weeks and less others depending on project needs. Some evening and weekend availability is expected. Current agricultural producers are especially encouraged to apply.

Compensation: Approximately \$18/hour. No benefits are offered at this time.

Equal Opportunity Employer

NRICD is committed to providing an open and accepting environment for all of its employees. NRICD prohibits any discrimination on the basis of gender, race, religion, sexual orientation, national origin, age, disability, or veteran status.

No Discrimination

NRICD'S employees shall enjoy a working environment free from harassment on the basis of gender, race, religion, sexual orientation, national origin, age, disability or veteran status. Any harassment based on the above is strictly prohibited, and constitutes grounds for disciplinary action.