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“Providing Education, Advocacy and Experiences to Grow Local Food”

Community Crops: Garden Program Manager

The Community Crops Garden Manager is a grant-funded position (currently full-time, 35 hours/week). The Community Crops Garden Manager manages the garden program, including community gardens, special project gardens, and consulting projects related to gardens and garden education. The position is roughly 30% field work, 45% meetings/office/communication and 25% education/presentation/training. The position reports to the Executive Director. \$13.50/hour (dental, vision, and health stipend).

Duties include, but are not limited to:

1. Work with a diverse group of project participants and volunteers to achieve Crops' strategic objectives. Adapt and modify information to provide services to gardeners from different countries.
2. Coordinate day-to-day activities of the garden program. Organize garden projects, engagement activities, lead site coordinator meetings and annual gardener orientation, and perform maintenance chores at all garden sites.
3. Supervise Garden Assistant, interns, and volunteers. Provide appropriate cross training to Community Crops staff to assist with gardener communications.
4. Organize educational opportunities for gardeners and the general public.
5. Coordinate with Garden Assistant on planning/creating youth garden opportunities and activities.
6. Design and supervise outreach to recruit future gardeners, focusing on recruiting low-income, immigrant, and refugee participants for the program.
7. Outreach & network with related agencies to accomplish Community Crops' strategic vision, develop meaningful partnerships, identify new collaborations and share education. Public speaking engagements to promote the program.
8. Maintain information for grant objectives and perform record keeping duties for the completion grant and garden sponsors reports.
9. Manage program budgets within budget restrictions.
10. Assist with grant writing and other fundraising for the program and organization.
11. Development and implementation of strategic planning goals for program and organization.
12. Communicate activities to the Crops Board of Directors.
13. Maintain professional knowledge and skills by attending relevant workshops, trainings, and conferences. Review professional materials and literature to better serve the organization.
14. Other duties as required.