



URBAN TREE CONNECTION

4159 W. Girard Ave.
Philadelphia, PA 19104

Urban Tree Connection (UTC)'s mission is to work with residents in historically marginalized urban communities to revitalize their neighborhoods by transforming abandoned open spaces into safe and functional places that inspire and promote positive human interaction.

Job title	Community Land Stewardship Coordinator	Department	Programs
Reports to	Executive Director	Status	Year-round, Part-time at \$13/hour

Position Summary

UTC's Community Education & Land Stewardship Programs aim to cultivate community leadership development and land stewardship among multigenerational groups and community, primarily in the Haddington neighborhood of West Philadelphia. The Community Land Stewardship Coordinator is responsible for the cultivation of community participation and leadership development within our developing urban farming/gardening food and land systems, including mentoring high-school aged youth apprentices.

Duties and responsibilities

Community Building & Stewardship

- Manage all aspects of community land stewardship programming in alignment with UTC's mission and forward vision. Support and carry out the organizational strategy.
- Build strong relationships with community members, youth apprentices, leaders and gardeners that support their leadership development and forward UTC's work and strategy.
- Serve as a mentor to youth apprentices, developing their leadership and skill development in community land stewardship, leadership development, and urban gardening.
- Ensure that all scattered community garden sites are maintained and planted up; garden beds are fairly distributed, and resources coordinated with growers. Host garden work days with community members, developing community support and stewardship of sites. Work with Community Education Coordinator to coordinate programming and events to promote highest community usage of sites; and garner broad community feedback, interest, participation and leadership.
- Work with the E.D. to develop and implement short and long term goals for UTC's garden / green sites (community use of space, land security, prioritization of sites).
- Support (as needed) and promote UTC community programming, farming events and markets broadly among community members and stakeholders.
- Connect and build relationships with other farmers/growers, community organizers, educators and food justice advocates (etc.) that align with UTC's vision and strategy.

Management/Admin

- In cooperation with ED, hire, orient, train, and supervise the Groundskeeper and interns.
- Provide mentorship to youth apprentices; manage and build strong relationships with youth, community volunteers— providing/receiving regular feedback on performance and development.
- Manage site maintenance through maintaining expectations of land maintenance contracts/subcontractors; and coordination/supervision of volunteer groups.



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- Regularly track and record data related to community land stewardship programs (sign in sheets, registration forms, food production, invoices, surveys, etc.); develop outreach materials, site maps, as appropriate/needed.
- Attend UTC Staff meetings, participate in fundraising events, community/organizational events, and contribute / complete grant applications and reports related to community programs and events (as appropriate, in coordination with the Executive Director).
- Ensure all timesheets, receipts and reimbursements and other admin related documentation and record keeping are submitted from the programs department in a timely manner.
- Ensure all sites are equipped with necessary tools, materials and resources; complete inventory of resources; and ensure all resources are properly and safely stored/managed.
- Manage budget lines items related to land stewardship programming and aim to meet projected financial goals.
- Seek opportunities for personal and professional growth and development that forwards UTC's work and strategy.

Qualifications

- **Education:** Must have obtained a high school diploma and/or G.E.D. equivalency. College degree, and experience strongly preferred.
- **Experience:** A minimum of three years of experience with sustainable gardening, farming, horticulture or landscaping. A minimum of two years of experience in working with young people and/or in multi-generational community-based programming. Extensive experience working in urban communities and Black communities and/or communities of color. Experience as a community organizer is strongly valued.
- **Skills:** Excellent communication and interpersonal skills; ability to facilitate meetings and workshops, and coordinate events. Ability to manage several community garden sites; and build strong relationships with community members, and implement effective outreach strategies. Ability to lead and take direction. Proficiency in Microsoft Office and various online platforms.
- **Abilities:** Ability to lift 50 pounds; walk, stand, kneel, drive and bend for long periods of time; to work in varying weather conditions (heat, cold, wind, rain, etc.); to work in physically demanding environment while modeling endurance and positivity.
- **Other Characteristics:** Commitment to racial, economic, environmental and social justice; respect for people of all cultures and backgrounds; open to personal growth and new experiences; demonstrate a passion for working with youth and community members.
- **Other Requirements:** Can pass all background checks as required by the organization. Must have a driver's license and clean driving record.

UTC is an equal opportunity, affirmative action employer. People of color, women, working class people, lesbian/gay/bisexual/transgender, and people with disabilities are strongly encouraged to apply.

Applications of a resume and cover letter should be sent to noelle@urbantreeconnection.org by March 15th, 2019, with the subject heading, 'Community Land Stewardship Coordinator.'