



August 28, 2017

Urban Agriculture Program Coordinator Job Announcement

Groundwork Atlanta (GWATL) is seeking an Urban Agriculture Program Coordinator to support implementation and management of food-related programming for the non-profit organization, which is focused on sustainable, people-oriented community development in the City of Atlanta. The Mission of Groundwork Atlanta is to achieve the sustained regeneration, improvement and management of the physical environment by developing community-based partnerships, which empower people, businesses, and organizations to promote environmental, economic, and social well-being. Learn more about Groundwork Atlanta at: www.groundworkatlanta.org

The Urban Agriculture Program Coordinator will work with Groundwork Atlanta's Executive Director, Board, and partners in implementing the goals, objectives, and tasks of urban agriculture programs in partnership with the City of Atlanta and in compliance with the NACD grant application, "Georgia Power Food Project" (funding the Atlanta Allotment Program). The Urban Agriculture Coordinator's role will include, but not be limited to, serving as a liaison to the urban agriculture community, National Resource Conservation Service, Fulton County Soil and Water Conservation District, and Georgia Power to ensure that the permitting process is user-friendly and considerate of all parties. In addition, the Coordinator will serve to assist urban farmers and community gardeners with national NRCS applications and City land-use permits relating to urban agriculture uses on properties. The Coordinator will be expected to provide prompt responses and regular updates to staff, farmers, growers, neighboring residents, and other stakeholders via multiple communications formats.

The Urban Agriculture Program Coordinator will be expected to complete tasks in outdoor environments subjected to typical risks associated with being outdoors, including sun exposure, potential interactions with wildlife, and variable weather conditions. This position is a full-time, hourly position (30-40 hours per week, paid bi-weekly), with at least 20 hours per week dedicated to the Atlanta Allotment Program. Other activities will include coordinating Groundwork Atlanta projects in the program areas of food, water, places, people, and connections. In weeks where less than 40 hours of work is assigned through Groundwork Atlanta, the Coordinator will have the opportunity to provide support services for project partner, NewFields, at the same hourly rate.

Job Duties:

- Program and Project Development, Implementation, and Evaluation
 - Collaboratively implement and manage food-related programs and projects, including through work in a professional office environment and in the field at garden and farm sites, as well as various other locations in Atlanta
 - Support strategic partnerships and pursuit of funding to sustain and grow Groundwork Atlanta's food-related programs and projects

- Help to balance program and project identification with funding opportunities and requirements of existing grants
- Assist the Groundwork Atlanta Executive Director in reporting on food programs to partners, funders, and the public
- Track and measure results, evaluate, and adjust on an ongoing basis
- Community Outreach and Public Relations
 - Support development of strong working relationships with community groups, non-profit organizations, governmental agencies, businesses, and the philanthropic community
 - Travel regularly within the Atlanta area to work on food-related projects and programs and cultivate partners and donors
 - Collaborate with Groundwork USA and other Groundwork Trusts and organizations, to identify best practices and implementation strategies for food-related projects and programs

Qualifications:

- Education and Experience
 - Bachelor's degree or higher in relevant field or equivalent combination of education and experience
 - At least three (3) years of relevant work experience
- Communication Skills
 - Excellent communication skills to listen, understand, and speak clearly in order to connect with, inspire, and persuade others
 - Superior research, writing, editing, and marketing skills
 - Experience building relationships among diverse groups, including youth and community members, as well as business, government, and elected officials
- Organizational Skills
 - Demonstrated success in planning and implementing programs, projects, and events
 - Creative thinker, able to tackle complex problems while exemplifying professionalism at all times
 - Resourcefulness, entrepreneurial orientation, and the ability to meaningfully contribute to a small team via projects and program support, administration, and multi-media communications
 - Experience with strategic planning
- Computer Skills
 - Proficiency in Microsoft Office suite and other standard business software
 - Proficiency in Adobe Acrobat and Creative Suite and other design software
 - Experience with Squarespace and/or other web design software is a plus
 - Experience with ArcGIS, CAD, and/or other technical software is a plus

Requirements:

- Successful applicant will require a reliable car and valid driver's license
- Attendance at some events on weekends and occasional evenings
- Some field work in the form of taking soil samples, working on a computer, and lifting up to 30 pounds

Job Location:

NewFields Atlanta Office
1349 West Peachtree Street NW
Suite 2000
Atlanta, Georgia 30309

Compensation and equipment provided:

- Starting hourly rate is \$18-22/hour, depending on experience, plus benefits and opportunities for pay increases based on performance
- On-site parking and standard mileage rate
- Laptop computer and required software

Application Submission: To be considered for this position, email a cover letter and resume to jill@groundworkatlanta.org no later than September 27, 2017.

Groundwork Atlanta is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender identify, or protected veteran status.

If you need a reasonable accommodation for the online application process due to a disability, please call 770-312-1495 and leave your contact information and details about the posted position of interest. Only messages regarding assistance for those who need an accommodation with the online application process due to a disability will be returned.