Position Title: Victory Garden Project Coordinator

Status: full-time permanent staff position, salaried & exempt, 40 hours/week; Monday – Friday with some evenings & weekends. **Priority given to veterans of the United States Armed Forces.**

Compensation: $35,000 salary, plus medical/dental benefits and paid leave

GRuB grows healthy food, people & community. With roots in the land, we create opportunities for people to learn, lead and thrive. We envision an equitable world where we are all nourished by healthy relationships, resilient community and good food.

Our work lives at the intersection of food, education, and health systems. Each year, we directly engage approximately 650 Thurston County residents of all ages in relationships-based programming around food and agriculture. We primarily work with marginalized young people with low incomes and/or behavioral and disciplinary indicators of high ACE (Adverse Childhood Experience) scores, families with low incomes, students, seniors experiencing hunger, and veterans. Visit [www.goodgrub.org](http://www.goodgrub.org) for more information.

We actively recruit program alumni into leadership positions within our organization and strive to build a staff team whose demographics and backgrounds reflect those of our greater community. We believe that a diverse staff is essential to the successful pursuit of our mission.

*GRuB is an equal opportunity employer and does not discriminate against any employee or applicant on the basis of age, color, ability, gender identity, national origin, race, religion, sexual orientation, veteran status, or any classification protected by federal, state, or local law.*

**Position Overview**
The Victory Garden Project (VGP) Coordinator supports community resilience by managing the construction of free backyard gardens with low-income families, coordinating programming for veterans on the Victory Farm, and supporting veterans with opportunities to engage their skills and abilities in the challenging and meaningful work of growing healthy food, people and community. This position will help further our five-year strategic plan with a focus on increasing community connection and partnership, while prioritizing leadership opportunities for the gardeners and veterans engaged with our work. The VGP Coordinator facilitates gardener and veteran relations, supports community engagement and educational opportunities for gardeners and veterans, manages our annual garden building efforts, recruits and supervises volunteers and interns, and provides ongoing office & organizational support. This position requires flexibility, adaptability, humor, and passion.
Minimum Qualifications

- Priority given to veterans of the United States Armed Forces.
- An understanding of the challenges facing veterans of the US Armed Services.
- Excellent written and verbal communication skills.
- Project coordination, including planning, implementing and evaluating multi-faceted projects.
- Relationship driven. Excellent communicator and facilitator. Able to work collaboratively and build collaborative teams.
- Proven ability to work and engage respectfully with people across differences in culture, class, sexual orientation, gender identity, and ability.
- Positive and adaptable systems thinker who actively identifies opportunities to connect and collaborate with other people, programs, and organizations for mutual support and benefit.
- Skilled and creative with multiple forms of office technology, including experience using databases (CRM), proficiency with Microsoft Office, and web-based software applications.
- Ability to work productively in an open, active, and often loud office environment.
- Passionate about GRuB’s mission, vision and values.
- A demonstrated commitment to social justice work.
- Bachelor’s degree or 2 years of program/project coordination experience.
- Valid driver’s license.
- Conversational Spanish language proficiency preferred.

Key Position Responsibilities

Leadership

- Document & implement program activities, including veteran peer support.
- Supervise multiple interns and volunteers using positive communication and clear expectations.
- Role model collaborative communication with staff, volunteers, youth, gardeners, and veterans.

Program Development & Implementation

- Evaluate program against strategic goals and objectives.
- Implement evaluation plan and document outcomes and outputs on an ongoing basis.
- Collaborate with stakeholders, partners, and Program Manager to implement vision-driven strategies.
- Develop timelines and benchmarks for seasonal program activities and deliverables.

Community Engagement

- Establish strategic partnerships with organizations and individuals for the mutual benefit of gardeners, veterans, and our community.
- Develop and implement strategies for continuing support and networking with gardeners and veterans.
- Plan and/or host educational opportunities for gardeners and veterans in partnership with the Cultivating Communities & Leaders program, as well as program-specific trainings as needed.
- Serve as an ambassador for GRuB’s work in the community.

Organizational Stewardship

- Proactively contribute to GRuB site stewardship including housekeeping chores.
- Participate in staff meetings, retreats, work parties, & appreciation events.
- Engage in annual organizational fundraising and community outreach cycle.
Application Process

We will only consider FULL APPLICATIONS. THE PRIORITY DEADLINE FOR FULL APPLICATIONS IS FEBRUARY 28, 2018. This position will remain open until filled.

A full application includes:
1) A cover letter that addresses the following questions:
   o What draws you to non-profit work and to GRuB specifically?
   o What aspects of the VGP Coordinator position most appeal to you?
   o What experiences do you have working with veterans of the US Armed Forces?
   o What is your experience working with individuals and groups from diverse backgrounds?
   o How will this job help you reach your long-term and career goals?
2) Resume
3) Three professional references
4) A single page answering these supplemental questions:
   a) What are some of the challenges that veterans face? What approach do you take to supporting veterans? Please be specific.
   b) Describe an experience you had leading a group of people on a project. What was successful and what was challenging about that experience?
   c) What is an example of something you are most proud of in your professional life? What “legacy” did you leave at a former job that you are most proud of?

Email complete applications to: jobs@goodgrub.org with the subject: VGP Coordinator Application. Please include application materials as attachments, not as email text.