



POSITION DESCRIPTION

Title: Greening Programs Coordinator

Department: Public Engagement

Reports to: Greenhouse & Garden Education Manager

Hourly Wage: \$21.70/hour + a benefits package

Start Date: July 25, 2024

Applications accepted and reviewed on a rolling basis through 5pm on June 21, 2024.

Background:

The Garfield Park Conservatory Alliance (GPCA) is a community oriented non-profit organization involved in a unique partnership with the Chicago Park District and its historic plant conservatory. The mission of the Garfield Park Conservatory Alliance is to change lives through the power of nature. The Department of Programs and Interpretation supports the mission by developing, implementing, and facilitating a heightened interest and deeper understanding of the plant world, both inside and beyond the Conservatory's glass walls.

The Greening Programs Coordinator is a full-time, year-round, non-exempt position with a benefits package. Primary responsibilities include, but are not limited to: 1) Exemplify a commitment to GPCA's mission, vision and values 2) Maintain GPCA's Greenhouse and Giving Garden with Greenhouse & Garden Education Manager 3) Assist with Plant Sales, volunteer shifts, regular stock of plants for the Gift Shop, and seedling/plant donations to community partners 4) Revitalize and lead the compost education program and volunteer shifts.

Leadership:

Thinks strategically and comprehensively about the strategic plan goals of the Alliance as well as volunteer experience, community engagement, and provides professional insight to accomplish those goals. Seeks input from key internal and external stakeholders to influence changes in a collaborative work environment.

Position Responsibilities: The 40-hour per week work schedule is Sunday – Thursday, between the hours of 8am-4pm or 9am-5pm.

- Collaborate with Greenhouse & Garden Education Manager
 - a. to create propagation, planting and harvest schedules with priorities that vary across the seasons
 - b. Implement propagation, planting, garden maintenance and harvest schedules with help from volunteers
 - c. Coordinate logistics for Annual and Seasonal Pop-up Plant Sales
 - d. Coordinate delivery of plant, seedling and produce donations to our community partners
 - e. Maintain harvest, plant propagation and plant sale and donation records

- Lead 3-hour Propagation Program volunteer shifts; these volunteer shifts align with propagation, planting and harvest schedules; shifts focus on teaching adults of various abilities and diverse backgrounds eco-friendly propagation, gardening and harvesting techniques
- Help maintain a low-tech greenhouse, including low-input, eco-friendly pest control, manual temperature control, watering, cleaning/organization plus inventory of tools, plant stock and supplies
- Re-launch the composting volunteer program (starting spring 2025) and lead 3-hour Composting Program volunteer shifts 2x monthly
- Assist Volunteer Program Coordinator to recruit, schedule and manage Propagation Program and Compost volunteers
- This role includes periodic movement in the Conservatory to collect plant materials from Chicago Park District staff, delivery of plants, produce and seedlings, maintaining the Giving Garden and composting systems, and organize plants or program supplies
- This role includes bending, lifting, kneeling and reaching: both across garden beds and up on to shelving. Some heavy lifting (at least 50 lbs.) expected with soil deliveries and moving larger plants. Safety equipment will be provided and accommodations may be provided as necessary.
- Other duties as assigned and within the scope of this position

Qualifications:

- Applicant must be an enthusiastic and charismatic representative of our organization and enjoy working with adults with a variety of abilities and backgrounds
- Applicant should have strong organizational and time management skills to oversee many moving parts
- Applicant should have clear and consistent communication methods to communicate with multiple colleagues including external partners, programming staff, Chicago Park District staff, janitorial staff, and security guards

Preferred Qualifications:

- Applicant ideally has direct experience in maintaining and cultivating plants in a horticulture, urban agriculture or retail plant shop setting and/or composting experience. Formal and informal learning and experience in these fields are both welcome. Training will be provided as needed to fulfill the duties of this role.
- Preference for West Side (Garfield Park, Austin, Lawndale, West Humboldt Park) applicants
- Experience with Microsoft Office and Google Suites or interest in learning these
- Experience with or willing to learn and implement eco-friendly horticultural and pest management practices
- Produce Safety Alliance Grower Training certification or interest in completing this certification program

Benefits & Compensation:

This position is full-time, non-exempt, averaging 40 hours per week. The hourly wage is \$21.70/hour. Benefits include medical, dental, vision insurance, company-paid short-term and long-term disability and life insurance. We provide paid time off including: two weeks vacation, 11 paid holidays, 6 personal days and paid sick time. On-boarding includes a 30/60/90 day plan of goals, objectives and trainings to set the candidate up for success.

Application Instructions:

To apply, submit a cover letter and resume highlighting relevant experience to swildermuth@garfieldpark.org with the subject Greening Program Coordinator: your name. Applications are due by end of day, Friday, June 21, 2024.

Garfield Park Conservatory Alliance (GPCA) is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of Any Kind.

GPCA is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at GPCA are based on the organizational needs, job requirements and individual qualifications, without regard to race, color, religion or belief, family or parental status, or any other status protected by the laws or regulations in the locations where we operate. GPCA will not tolerate discrimination or harassment based on any of these characteristics. GPCA encourages applicants of all ages.