



COWLITZ INDIAN TRIBE
DEPARTMENT OF HUMAN RESOURCES
JOB ANNOUNCEMENT

COMMUNITY GARDEN COORDINATOR

POSITION DESCRIPTION

Title: Community Garden Coordinator

Schedule: M-F 8-5 typically, but may include some occasional evening and weekends

Location: Toledo, WA

Classification: Full-time

Opening Date: December 12, 2018

Salary Range: \$15.00 per hour plus benefits

Closing Date: Open until filled

Position Summary: This is a full-time position within the Cowlitz Indian Tribe's Health and Human Services Department located in Toledo, WA. This position performs the daily functions necessary for coordination, management and oversight of the Cowlitz Tribe Community Garden. This position is responsible for coordinating all vegetable, fruit and herb production at the garden and provides leadership and instruction to garden apprentices and volunteers by training, coordinating and monitoring work performance.

Essential Duties and Responsibilities include the following, but are not limited to:

- Plan, coordinate and manage all day-to-day garden operations including the planting plan, crop survey, irrigation, pest and disease management, soil health, field cultivation, harvest and post-harvest handling for row crops, herbs, berries and orchards.
- Maintain records of all garden production activities including planting logs, harvest logs, food distribution, soil amendments
- Oversee the use and maintenance of garden tools, equipment, and machinery.
- Work with other tribal staff to coordinate effective distribution of garden yields
- Coordinate with the cooks at the Elders Nutrition Program and other special events to grow, harvest, and deliver produce that meets their needs.
- Plan garden events and activities in coordination with Wellness & Diabetes Program, Elders Nutrition Program and Natural Resources Department staff
- Assist with project planning and ongoing capacity building activities.
- Assist in supervising garden apprentices and volunteers.
- Assist with and evaluate the attainment of program objectives.
- Develop and utilize effective outreach strategies and activities.
- Develop collaborative working relationships with the Cowlitz Tribal community, Cowlitz Tribe staff, and other key stakeholders.

- Schedule, coordinate, and lead visits to the garden, including group visits and youth field trips.
- Organize and maintain document resource database, including project paperwork, histories, data, reports, and photos.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- 2 years related agricultural experience OR a comparable amount of education and/or experience.
- Knowledge of organic farming practices, gardening principles, tools and production management techniques.
- Knowledge of garden planning, irrigation and equipment maintenance and operation.
- Knowledge of and sensitivity to Native American customs, traditions, and culture.
- Skill in organization, time management, and documentation of activities.
- Ability to provide effective work related training to adults.
- Ability to problem solve effectively.
- Ability to operate small equipment/machinery.
- Ability to operate a personal computer and standard office programs and equipment.
- Ability to follow and adhere to policies and procedures.
- Ability to adhere to project plans and budgets and manage project resources
- Ability to establish and maintain effective working relationships with the community, co-workers, other employees of the Tribe, community agencies, community businesses, and members of the general public using courtesy, tact, and good judgment.
- Ability to communicate effectively and respectfully orally and in writing.
- Ability to work independently, prioritize tasks, and balance short and long-term project needs
- Ability to work evenings and weekends as needed.
- Ability to work in adverse weather conditions
- Ability to lift a minimum of 40 pounds

The Cowlitz Indian Tribe is an Equal Opportunity Employer, and a Drug & Alcohol-Free workplace.

Except as provided by Title 25 CFR, Section 472 which allows for Indian preference in hiring, the Cowlitz Indian Tribe does not discriminate on the basis of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership or non-membership in an employee organization.

Please mail or fax resume and cover letter to:

Human Resources Department
 Cowlitz Indian Tribe
 P.O. Box 2547
 Longview, WA 98632
 Fax: (360) 578-1641

