

Sustainable Solano

Sustainable Landscaping Project Coordinator Job Description

Job Purpose

Sustainable Landscaping Project Coordinator assists in the implementation of the following 5 projects:

- Mission Solano Urban Forest
- Food forest / community garden at a church
- Food forest / community garden at a school
- Food forest / community garden at a multi-unit residence
- Food forest / community garden at a private residence

The Project Coordinator reports to the Sustainable Landscaping Program Manager

Primary Duties and Responsibilities

The Project Coordinator performs a wide range of duties including some or all of the following:

- Identify potential locations for the projects (in cooperation with various community organization and agencies) in Fairfield and/or Vallejo
- Work with community members at each location to determine the needs and vision for each garden
- Work with the landscape designer to develop the final designs for each garden
- Assist in creation of the legal and business framework for each community garden to ensure continuous membership and community support
- Schedule the public workshops / workdays to install each project; work with the Public Outreach and Communication Manager to promote the events to the public
- Coordinate the workdays from start to finish; work with volunteers and local community members to establish the gardens in a series of public workshops and workdays
- Monitor the garden activities and report back on the progress, challenges and opportunities
- Contribute to Sustainable Solano website, blog, newsletter, social media channels, and other communications pieces
- Assist with other projects for the organization in addition to your regular job responsibilities

15-20 hours a week, \$20/hour

One-year position; position depends on continuous funding

Qualifications

Passionate about sustainable landscaping and urban agriculture
Excellent communication skills, both oral and written
Strong interest in horticulture and some experience required
College degree preferred
Permaculture Design Certificate is highly desirable
Community organizing experience and ability to lead activities with diverse groups of people
Ability to work independently and as part of a team
Impeccable attention to details, well-organized and self-motivated
Committed to finding positive solutions
Willingness and ability to work outdoors

How to apply

Please submit a cover letter and resume to info@sustainablesolano.org with "Project Coordinator" in the subject line.

Sustainable Solano is committed to equal employment opportunities and does not discriminate based on an individual's race, sex, religion, color, national origin, ancestry, disability, medical condition, marital status, veteran status, sexual orientation, gender identity, age, or on any other basis prohibited by law.

Date of post: May 31, 2018; position will remain open until filled.