Community Gardens Manager Position

**About New Haven Farms/New Haven Land Trust:** This newly merged organization unites two nonprofits that have been leaders and innovators of New Haven’s urban environmental movement. The New Haven Land Trust (NHLT), Connecticut’s first urban land trust, has served the community for nearly 40 years by acquiring and stewarding over 80 acres of nature preserves city-wide and by supporting 55 community gardens throughout New Haven’s diverse neighborhoods. NHLT has grown significantly over the last five years to include programs for young environmental entrepreneurs and a marine and coastal exploration summer camp on Long Island Sound. New Haven Farms (NHF) burst onto the scene seven years ago with its innovative Farm-Based Wellness Program (FBWP) that partners with medical centers to engage people with diet-related chronic disease risk factors in learning about nutrition and gardening at one of their seven urban farms across New Haven.

Both organizations have a growing commitment to racial equity and community leadership and have taken strides in cultivating community ownership among its stakeholders. A large part of both organizations’ work, especially New Haven Farms, takes place in bi-lingual settings, with Spanish as the predominant language. The merged organization synergizes closely aligned missions, values, programming, and diverse support networks into a leader for advancing engagement and stewardship of urban nature as a resource for healthy people and communities.

**Position**
The New Haven Land Trust seeks a Community Garden Manager to manage the Land Trust’s Community Garden Program. We are seeking an individual with strong interpersonal skills, organizational skills, knowledge of gardening and a passion for community and environment, who can both handle the logistical challenges of managing the fifty community gardens operated by the Land Trust and maintain positive relationships with community members from all around New Haven.

**Work Commitment**
The Garden Manager will work 40 hours per week and will report directly to the Executive Director.

**Compensation**
$40,000/year with benefits.
Primary responsibilities of the Garden Manager will be:

Outreach and communications: Serve as the primary contact for all garden-related matters and assist with the Land Trust’s outreach to increase the level of active participation in our gardens and provide support for existing and new gardens. In some cases, leading information sessions at neighborhood meetings or local events will be required of the job. In addition to communication with the public, the Garden Manager will be required to collaborate with partner organizations in New Haven.

Garden logistics and budget: Handle all garden-related logistics including facilitating infrastructure improvements, soil deliveries, water access issues, vendor relationships, garden budgeting and purchasing. This includes both handling the ongoing demands and needs of the gardens, and forecasting future requirements and visioning of how to improve the delivery of gardening support services in the future.

Education: Serve as an educational resource for gardeners in one-on-one and group settings by providing expertise and support.

Garden volunteer coordinator: Manage volunteer days in gardens and the logistics leading up to these days.

Liaison and representative: Assist with coordination, attend and in some cases lead various stakeholder meetings such as our monthly Garden Coordinator meeting and Food Policy-council meetings related to urban gardening.

Data management: Manage all data relevant to the Land Trust gardens including gardener contact information, garden infrastructure needs, gardener surveys, soil delivery and other shipments to gardens, soil quality and testing in gardens and grant-related accounting.

Grant writing and reporting: Assist office staff with grant writing and reporting related to the Community Garden Program.

Responsibilities will vary with specific tasks assigned as needed and to address the changing needs of the organization.

Ideal Skills and Qualities
The Garden Manager must demonstrate the following skills, experience, and expertise:

Strong organizational skills: Candidates must be highly reliable with a keen sense of responsibility. They must bring a can-do attitude to their work, with a creative approach to solving problems. They must have an ability to manage a large amount of information required of an organization handling the needs of 50 different community gardens. This includes an ability to multi-task and work well under pressure.
**Strong communication and interpersonal skills:** This includes oral and writing skills and an ability to relate to and communicate effectively with people of diverse backgrounds and styles. Experience running meetings, giving presentations and resolving conflict is desired. Ability in Spanish language is a plus.

**Expertise in gardening:** Demonstrated experience and strong knowledge of gardening. Ideal candidates will have experience in various farm and garden settings including experience teaching others about agriculture. Master Gardener is a plus.

**Excellent project management skills:** Proven track record in setting project objectives and timelines and managing tasks against a project plan. Ability to manage multiple project components and make adjustments in response to changing conditions.

**Knowledge of New Haven:** Knowledge of New Haven’s diverse neighborhoods and in particular New Haven’s food system and environmental arena is highly desired

**Passion for environmental and food system issues is required.**

*Please send cover letter and resume to info@newhavenlandtrust.org. Please include “Garden Manager” in the subject line.*