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**POSITION PURPOSE**
Under the supervision of the CCCAC Manager, the Community Garden Coordinator is responsible for assisting and/or leading in the creation, coordination, and execution of all Garden responsibilities, including but not limited to daily, weekly, monthly, quarterly, and annual events. Oversight of operations and volunteer coordination shall be accomplished using a collaborative and partnership approach with the San Jose State University community of students, faculty, and staff. This position will also assist in achieving the primary goals of the Garden, which include Integrated Learning and Civic Engagement; enriching the student experience and providing food resources to address the hunger of students; strengthen community alliances, both on and off campus.

**ASSOCIATED STUDENTS**
Associated Students (A.S.) represents the students of San José State University and speaks on their behalf for various policy making, academic and event planning decisions. Associated Students, SJSU is an independent non-profit corporation serving as an auxiliary and student government for San José State University.

**EDUCATION / EXPERIENCE**
- Bachelor’s degree preferred. Environmental Studies, Sciences, Community Change, or Social Action majors are welcome.
- Experience with gardening tools and general hardware is required.
- Experience in production bed gardening featuring annual crops, native herbs and compost stations that produce edible food are required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

I. **General Care and Maintenance of the Garden (30%)**
   - Organize, prepare, and supervise garden workday tasks.
   - Work with Master Gardeners and local resources to identify plant, seed, and material needs.
   - Develop, implement and manage the annual planting and maintenance schedule
   - Ensure safe, proper and productive garden activities

II. **Coordination (15%)**
   - Supervise the Community Garden Program Assistants
   - Work with Campus partners to achieve the goals of the Garden as determined
   - Develop and maintain positive neighbor relations within the vicinity of the Garden
   - Established an Educational Component to the Garden Experience in collaboration with local resources and partners as determined.

III. **Administration (25%)**
   - Recruit, supervise and train the Community Garden Program Assistants and assist with volunteer orientations and training sessions.
• Develop and implement monthly reports and semi-annual evaluations. Survey and compile data as appropriate.
• Maintaining Garden project files and records.
• Maintain equipment organization, storage, cleaning, while maintaining a safe work environment
• Oversee marketing needs and recruiting strategies for the Garden and Volunteers and to increase awareness and involvement of SJSU students.

IV. Execution (15%)
• Transport, setup, cleanup, coordinate and manage the maintenance of the garden year round.
• Creating signage, decorations, props and graphics.
• Ensure progress and success toward the primary goals of the A.S. Community Garden
• Logistics for how to “serve students who are in need of food, as determined by campus support systems” will involve coordination and communication as determined.

V. Communication Skills (15%)
• Participation in department staff meetings, organization-wide trainings and development activities.
• Working with University and community partners in a positive and friendly manner.
• Working with A.S. Marketing staff to brand and promote the Garden and related events.
• Working with event volunteers and staff in a positive and friendly manner.

KNOWLEDGE, SKILLS, ABILITIES AND OUTCOMES:
To perform this job successfully, this individual must be able to perform each essential duty and responsibility satisfactorily. Additionally, must maintain professionalism, integrity, consistency and reliability at all times.

• Extensive knowledge on how to properly sustain a garden is required.
• Ability to lift at least 40 lbs.
• Requires excellent interpersonal, written and verbal skills.
• Requires excellent time management and planning skills.
  Requires patience, confidence, and a helpful, friendly and professional attitude when working with students, staff, vendors, partners and volunteers.
• Must be proficient in Microsoft programs; including Word, Excel, PowerPoint, and Google Applications.
• Demonstrated capacity to work effectively in a University environment, including its programs and services, requirements and procedures and the overall mission and goals of an educational institution.
• Prior community building experience for a campus or community organization is a plus.
• Graphic design, media, needs assessment and web site skills are a plus.

MANDATED REPORTING
This position has been identified as a mandated reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a mandated reporter.

GUIDELINES
This position is not exempt from the provisions of Section 1 of the California Industrial Welfare Commission Orders. A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position within Associated Students. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current Associated Students employees who apply for the position.

Associated Students, SJSU is an Equal Opportunity Employer and does not discriminate on the basis of gender, race, religion, color, national origin or ancestry, physical or mental disability, age, sexual orientation, pregnancy, marital status, covered veteran status, or any other basis protected by federal, state, or local law or regulation. Associated Students hires only individuals lawfully authorized to work in the United States (Public Law 99-603).

APPLICATIONS DEADLINE
The position will remain open until filled. Application review begins March 17, 2017
APPLICATIONS
Applicants must complete all components of the Associated Students application online. Please follow the link below and select your position of interest to initiate the online application.

Click [here](#) to apply!