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**POSITION PURPOSE**
Under the supervision of the Cesar Chavez Community Action Center (CCCAC) Department Manager, the Garden Operations & Community Engagement Assistant is responsible for providing leadership and training student assistants and volunteers, and maintaining the operations of the garden which includes a variety of garden tasks including, but not limited to; bed creating and preparedness, seeding and transplanting, weeding, pruning, harvesting, greenhouse propagation, composting, and irrigation system maintenance.

Oversight of operations and volunteer coordination shall be accomplished using a community engagement approach with the San Jose State University campus 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.) mission is to support and represent the students of San José State University by continuing the organization’s legacy of student advocacy and leadership; to enhance SJSU students’ education through high quality programs and services; and to prepare students as they move towards a thoughtful and purposeful life after graduation.

A.S. is a non-profit auxiliary corporation serving the students of San Jose State University whose primary source of funding is from mandatory student body fees. A.S. Departments include the Cesar Chavez Community Action Center, Child Development Center, General Services Center, Human Resources, Information Technology, Events, Marketing, Print & Technology Center, Student Government, and Transportation Solutions.

**EDUCATION / EXPERIENCE**
- Bachelor’s in degree preferred
- Experience with gardening tools and general hardware is required.
- Experience working with diverse backgrounds (age, race/ethnicity, class, gender, sexuality, and ability)

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**STUDENT & LEADERSHIP DEVELOPMENT:**
- Oversee the Community Garden Program Assistants and volunteers and serve as a leader, role model, and teacher.
- Share knowledge about gardening/farming techniques and sustainability centered in social justice with program assistants, volunteers, and campus community.
- Establish educational opportunities at the garden in collaboration with local resources and partners as determined.
- 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.

**OPERATIONS**
- 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
- Work efficiently on a variety of garden tasks including, but not limited to create signage, decorations, props, and graphics
- Responsible for equipment organization, storage, cleaning, while maintaining a safe work environment

**COMMUNITY ENGAGEMENT**
- Work with the campus community in an effort to cultivate critical thinking and civic engagement in topics including, but not limited to, sustainability, and food justice.
- Serve as a CCCAC representative on the Student Hunger Committee and work with on-campus advocacy groups on campus that address student hunger, environmental issues and food justice.
- Establish and coordinate the Grow with Us program at the garden that engages the campus community
- Strengthen community alliances, both on and off campus through developing and maintaining positive neighbor relations within the vicinity of the Garden

**ADMINISTRATION**
- 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.
- Maintain garden project files and records.
- Oversee marketing needs and recruiting strategies for the Garden and volunteers to increase awareness and involvement of SJSU students, and promote the Garden and related events.
- Participate in department staff meetings, organization-wide trainings and development activities.

**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.

- Knowledge in sustainability, environmental and food justice centered in social justice.
- Experience and knowledge in maintaining the operations of the garden which includes a variety of garden tasks including, but not limited to; production of edible foods, bed creating and preparedness, seeding and transplanting, weeding, pruning, harvesting, greenhouse propagation, composting, and irrigation system maintenance.
- 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.
- Extensive knowledge on how to properly sustain a garden is required.
- Comfort working with people from diverse backgrounds (age, race/ethnicity, class, gender, sexuality, and ability)
- Must be proficient in Microsoft programs; including Word, Excel, PowerPoint, and Google Applications.

**GUIDELINES**
This position is non-exempt from the provisions of Section 1 of the California Industrial Welfare Commission Orders.
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.

This position may be exposed to sensitive or personal information and is required to comply with the requirements set forth by the Integrated CSU Administrative Manual 8000 series and Associated Students Information Security Standards as a condition of employment.

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 is an equal opportunity employer and will consider all qualified applicants without any regard to race, color, national origin, ancestry, religion, creed, age, disability, medical condition, sex, sexual orientation, gender identity, genetic information, marital status, military and veteran status or any other basis protected by federal, state, or local laws. If you are an individual with a disability and require a reasonable accommodation to complete any part of the application process and/or need an alternative method of applying, please email as-hr@sjisu.edu. Associated Students hires only individuals lawfully authorized to work in the United States (Public Law 99-603).

APPLICATIONS
Applicants must submit a complete application through the Associated Students applicant tracking system, ADP. Only complete applications will be considered.

DEADLINE
The position will remain open until filled.

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