



Notice of Open Position

Title: Community Garden Coordinator
Location: Duke Farms, Hillsborough, NJ
Reports to: Director, Programs
Status: Full Time – Non-Exempt

Duke Farms is a leader in environmental stewardship and inspires visitors to become informed stewards of the land. It is a place of education, enjoyment and research that enhances the environmental health of the region.

Through the beauty of its natural setting, the diversity of its wildlife, and the scope and quality of its educational programs, demonstrations and research, Duke Farms inspires people to transform their approach to conservation and to start building a more sustainable future.

JOB SUMMARY

The Community Garden Coordinator is responsible for managing the Duke Farms Community Garden as the premier allotment style garden which allows the public to grow fresh, organic food while connecting with the overall stewardship and sustainability mission of Duke Farms. They will use their deep knowledge of gardening with a desire to inspire and educate the public on successful growing methods in organic gardening and small-scale farming. The almost 500 plot garden community consists of wildly diverse backgrounds, all with only one similar desire: to be successful gardeners.

The position has one part time staff member (Garden Assistant) directly reporting to the Community Garden Coordinator. Additional and valued support is provided from an enthusiastic and strong Garden Docent Volunteer Team.

ESSENTIAL INTERNSHIP FUNCTIONS

- Manage and provide technical support for community garden plot rentals;
- Maintain, in cooperation with Garden Assistant, an accurate database of plot rentals and gardener contact information;
- Create and implement annual garden orientation program for all new and returning gardeners;
- Review, adapt and create new informational materials for participants such as the Handbook, Participation Guidelines, educational resources;

- Work in collaboration with Education Manager to create a series of programs that educate gardeners and the general public on organic gardening practices and agroecology food systems;
- Work in collaboration with Education Manager to create and implement a school education program, which aims to connect children with gardening, farming, food systems, and sustainability;
- Forge partnerships with other organizations to provide educational programs.
- Represent Duke Farms as a leader in Community Garden Management, and work with other organizations to provide support and leadership on a statewide/regional level;
- Work in collaboration with Garden Assistant and Operations staff to manage the physical grounds of the Community Garden;
- Work in collaboration with Volunteer Coordinator to develop meaningful volunteer opportunities to community gardeners;
- Develop and manage communication forums with gardeners including the informational kiosk, garden blog, Facebook group, etc. Provide a pipeline of content about the community garden and communications staff;
- Create a public demonstration space for educational programs, etc.;
- Perform other related work as required.

QUALIFICATIONS

- Bachelor’s degree or at least 5 years of professional experience, preferably in gardening, urban agriculture, agroecology or earth science-education fields, is required;
- At least 5 years’ experience with organic vegetable gardening;
- Experience with garden and/or landscape design;
- 3 or more years of experience in planning and delivering engaging educational programs, preferably in a non-profit learning organization. Variety is a plus;
- Experienced with educational, demonstration processes related to ecologically sustainable gardening practices;
- Self-driven, with strong attention to detail and ability to work as a team member with minimal supervision;
- Strong verbal and written communicational skills; experienced in public speaking and presenting;
- The ability to work with public and the diverse personalities that make up a community garden;
- Strong computer and Internet skills with a moderate to high level of experience in

Microsoft Word, Excel, Power Point, and Outlook as well as social media group management such as Facebook;

- Ability to perform physically demanding work;
- Willing to work indoors and outdoors under various weather conditions;
- Able to work outside of traditional business hours, including evenings, weekends and occasional holidays;
- Ability and genuine enthusiasm in embracing Duke Farms standards of diversity and equity.

COMPENSATION and BENEFITS

- Competitive hourly rate based on experience;
- Medical and dental benefits with limited employee contributions;
- Paid vacation, sick, personal and holidays;
- Flexible schedule;
- Tuition reimbursement;
- 401(k) plan with employer contribution equal to 15% of base pay.

HOW TO APPLY

Send resume with cover letter to hr@ddcf.org. Include your last name followed by “Community Garden” in the subject line. Applications will be accepted through October 1, 2021 or until position is filled.

No phone calls or in-person applications, please.

The Doris Duke Charitable Foundation is committed to inclusive hiring and dedicated to diversity in its work and workplace culture. We provide equal opportunity for employees and applicants in all aspects of the employment relationship, without regard to race, color, national origin, sex, sexual orientation, gender identity or expression, citizenship, marital status, military or veteran status, disability, age, religion, or any other classification protected by law; and we strongly encourage candidates of all identities, experiences, orientations, and communities to apply.