

CITY OF LYNN  
3 City Hall Square  
Lynn, Massachusetts 01902

**MASS IN MOTION GRANT**

**Community Garden Network Coordinator**

**JOB STATUS:** Open

**POSTING DATE:** Tuesday, March 7, 2017

**CLOSING DATE:** Position will remain open until filled

**TITLE:** Community Garden Network Coordinator

**DEPARTMENT:** Mass in Motion Lynn, Lynn Department of Public Health

**REPORTS TO:** Director, Lynn Food and Fitness Alliance/Lynn Mass in Motion

**POSITION STATUS:** Part-time, Contract, April 10, 2017 - October 31, 2017

**SALARY:** 5 hr/week, \$20/hour, no benefits

**RESPONSIBILITIES:**

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks; other duties may be assigned.

1. Act as point person for garden maintenance, and liaise with the Department of Public Works if any issues at the gardens;
2. Act as point person for garden issues as relayed by the garden coordinators;
3. Perform regular visits of each community garden;
4. Facilitate periodic community gardener gatherings, such as garden-based work days with community partners or season kick-off gatherings;
5. Attend public meetings to support garden projects, as needed;
6. Interact thoughtfully and courteously with community, resolving conflicts in a professional manner.
7. Assist coordination of research and generation of support for new community garden sites;
8. General oversight and coordination of all City of Lynn sponsored Community Garden activities.

**PREFERRED QUALIFICATIONS:**

- Lives in Lynn, MA;
- Knowledge of general gardening;
- Experience working with youth, families, and staff from various cultural and linguistic backgrounds;
- Strong oral communication skills;
- Experience using the Google Suite of organization tools, and providing progress reports;
- Ability and willingness to set and maintain own schedule;
- Good humor and perseverance.

**Salary:**

The position is funded for contractual, part-time 5hr/week at \$20/hr. This is a limited term contract position lasting from April 10, 2017 to October 31, 2017, with potential to continue for additional growing seasons, and off-season work.

**Physical Demands:**

The Physical demands described here are representative of those that must be met by an employee to successfully perform essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of the job, the employee must is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. Walking/wheeling may be infrequent, but required.

**Work Environment:**

The work environment characteristics described here are representatives of those that must be met by an employee encounters while performing essential functions of this job. The noise level in the work environment is usually quiet to moderate; workplace may vary depending on demands, but could include working from home and occasional community garden sites visits.

**Deadline:**

Any person wishing to apply should submit a cover letter, resume, and a city application form

([http://www.ci.lynn.ma.us/citydepartments\\_personnel.shtml#gpm1\\_6](http://www.ci.lynn.ma.us/citydepartments_personnel.shtml#gpm1_6)) to Alex Freedman, Lynn Food and Fitness Alliance, via email at [lynnfoodandfitness@gmail.com](mailto:lynnfoodandfitness@gmail.com), or in writing, to Lynn Food and Fitness Alliance, c/o Alex Freedman, Lynn City Hall, Room 403, 3 City Hall Square, Lynn, MA 01901.

**RESIDENCY REQUIREMENTS ENFORCED**

The City of Lynn is an Equal Opportunity Employer