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## **Greenspace Team: Edgewood and Coan Site Coordinator**

### **POSITION SUMMARY**

As a member of the Wylde Center Greenspace Team, the Edgewood Site Coordinator (SC) is responsible for the comprehensive management of the Edgewood Community Learning Garden (ECLG) and the Coan Community Garden (CCG). The SC will oversee general upkeep and beautification of the spaces, while occasionally working with other members of the Greenspace Team to accomplish shared tasks and projects. Ideal candidates will effectively coordinate volunteers, be self-motivated and resourceful, and have experience and knowledge about gardening, landscape maintenance, and effective communication strategies. They will also be able to engage with a diverse community, address safety issues and challenging activities within the garden, and be involved with the community at large to address garden and open space issues. The candidate will also oversee community garden programs, collaborating with local plot holders and other community partners on garden development.

### **PRIMARY RESPONSIBILITIES**

- o Manage and maintain ECLG and CCG by performing various duties that include but are not limited to weeding, leaf blowing, preparing planting/harvesting schedules, watering, compost management, garbage disposal;
- o Manage and maintain the appearance of ECLG to ensure aesthetic appearance and development of the space by performing tasks such as pruning, planting, transplanting, plant identification, and deadheading;
- o Oversee daily operations of a mixed-use community greenspace including vegetable beds, rain garden, perennial beds, chickens, bees and kids' play area;
- o With the support of Wylde Center staff, manage CCG, educating the garden members on organic farming and pest management practices, harvesting and weed management; work with the CCG members to create bonding and engagement opportunities within the garden;
- o Coordinate garden workdays with members, volunteers and the local community, including youth of all ages;
- o Manage/lead the care of resident chicken flock and honeybee hives;
- o Communicate with APS on upcoming events to prevent conflicts with their events;
- o Work with the Education team to plan, plant and maintain their beds in CCG, ready for in-school, after-school, field trips, and camp activities;
- o Attend local monthly neighborhood meeting of the Organized Neighbors of Edgewood (ONE), as the community representative of the Wylde Center;
- o Working with Wylde Center team, implement multiple marketing strategies for community engagement such as social media postings, sharing newsletter or flyers with local apartment complexes, posting on NextDoor, sharing with Education team and APS for parent communications, etc;

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- o Work through the Greenspace Financial Tracking Document to monitor spending; remain within the allocated budget for ECLG and CCG;
  - o Participate in weekly Greenspace Team Meetings and workdays, monthly check-ins with GSD, and quarterly Wylde Center Staff meetings;
  - o Represent Wylde Center at meetings, conferences, community events and tabling events, when applicable;
  - o And additional duties as related to being a member of the Wylde Center staff, i.e. support of annual fundraising events which are not led by the Greenspace Team: Beer Garden and Wylde Wreaths.

## **QUALIFICATIONS**

### **Minimum Qualifications**

- o Advanced knowledge of gardening and agriculture
- o Advanced knowledge of organic horticultural practices and seasonal planting, including propagation and natural pest management
- o Advanced knowledge of farming and gardening tools and equipment, ability to manage the maintenance of equipment, and practicing good safety in their use.
- o Applicant must be able to lead group volunteer events, garden tours, community meetings, and educational workshops
- o Strong project management skills and ability to proactively achieve timelines
- o Punctual and self-directed; able to work independently as well as participate in and lead team projects
- o Strong verbal and written communication skills, including public speaking
- o Ability to effectively interact with the community and provide excellent ways to keep ploholders engaged
- o Knowledge of Google Drive and Google applications to support successful planning, recordkeeping, coordination and communication with volunteers, team members, partners and vendors.
- o Valid driver's license
- o Ability to pass a background check

## **ENVIRONMENTAL JOB REQUIREMENTS**

### **Work Environment:**

- o Ability to work outside in extreme temperatures and weather conditions
- o Ability to lift up to 50 pounds

**Travel:** Besides travel associated with working at different garden locations, no extensive travel is required.

## **ADDITIONAL JOB INFORMATION**

**Compensation:** \$17-18 per hour, based on experience

**Benefits:** 16 paid holidays per calendar year, paid time off (PTO) based on regularly scheduled work hours and years of service, 3 paid sick days per calendar year, and a tax-free Health Reimbursement Account (HRA) funded by the Wylde Center.

**Schedule:** Up to 30 hours per week, including Saturday, Sunday and evening work, as needed to support the successful management of ECLG and CCG. The schedule is flexible and can be structured to best serve the requirements of the position and the selected candidate.

**Work Location:**

**Edgewood Community Learning Garden Location:** 53 Mayson Ave, Atlanta, GA 30317

**Coan Community Garden Location:** Coan School Grounds, Hardee St NE, Atlanta, GA 30317; adjacent to ECLG.

**Wylde Center Office Location:** 435 Oakview Road, Decatur, GA 30030

**Contact:** Matty Garrett, [matty@wyldecenter.org](mailto:matty@wyldecenter.org)

**Job Description Post Date:** 2/13/2023

**Application Information:** If you are interested in applying for this position, please submit your resume, 3 reference contacts, and a cover letter to Matty Garrett, [matty@wyldecenter.org](mailto:matty@wyldecenter.org). Please put EDGEWOOD SITE COORDINATOR POSITION in the subject line. Resumes will be accepted for review through March 13, 2023, or until a candidate is found.

**Position Start Date:** Monday, March 13, 2023

## **WHO WE ARE**

The mission of Wylde Center is to connect people to nature.

Wylde Center accomplishes this through educational programs, events and greenspaces that actively engage youth, families and individuals in their environment, health and community, and that develop skills in environmental science, sustainable urban living, organic gardening, health, and nutrition.

Wylde Center was founded in 1997 out of a need to provide opportunities to experience nature in an urban environment. As a result of the community's involvement and commitment, the organization has evolved into a large and active nonprofit organization operating five greenspaces (Oakhurst Garden, Sugar Creek Garden, Hawk Hollow, Edgewood Community Learning Garden, and the Mulberry Fields Garden) in four different Decatur and Atlanta neighborhoods, open year round for the community, for events and for Wylde Center's educational programs.

Additionally, Wylde Center provides one of the largest youth environmental and science education programs in metro-Atlanta, including the Decatur Farm to School program, Atlanta Farm to School, Healthy Living by Healthy Growing at the Decatur Housing Authority, and science program and field trips linked to Common Core standards.

The organization strives to provide an environment that cultivates a spirit of service, respect for diversity, global citizenship and character. Our commitment to a diverse, equitable and inclusive culture is reflected in a community in which differences are embraced, and staff, volunteers, and community partners have a sense of belonging.

At the Wylde Center, we hire culturally competent and responsive candidates who believe in the critical importance of diversity, equity and inclusion (DEI) in the success of an organization and can effectively incorporate those principles in their professional roles. The Wylde Center actively seeks candidates from historically underrepresented populations.

The ideal candidate will have strong leadership skills and experience in working with diverse communities, and approach their work through the lens of racial justice and equity to help further our goal of making our gardens and programs safe and accessible to all, regardless of background.

The Wylde Center understands and values sustainability as an organizational operating principle and is committed to continued learning on issues related to sustainability and resilience.