



Position:

Community Projects Associate

Classification:

Seasonal

Pay:

\$15.00 per hour

Hours per week:

24

Seasonal Work Months:

March - October

Position Type/Expected Hours of Work:

Schedule will be discussed during the interview. Some Saturday mornings will be required. Flexibility on creating a schedule.

Reports to:

Director of Projects

Date: February 7th, 2022

Mission:

Seed St. Louis's mission is to empower people and communities to grow food

Summary:

The Community Projects Associate will assist with all aspects of Seed St. Louis's (formerly Gateway Greening) Community Project's program that supports over 250 community, youth, and school agriculture projects in St. Louis City, St. Louis County, and the Metro East. These community gardens and orchards empower communities to grow their own fresh food and build stronger, more

resilient neighborhoods.

Essential Functions:

- Construct awarded materials for gardens and orchards such as raised beds, compost bins, benches, etc.
- Assist with the installation and expansion of gardens and orchards
- Helping build the new Seed St. Louis demonstration garden
- Work alongside Seed St. Louis staff and volunteers
- Interact with the general public providing information on Seed St. Louis
- Assist in maintaining International Farm site
- Process and record data related to community projects
- Update database and server, performing data entry with current information as needed
- Assist in any other aspects of the Community Project's program
- Supervise individual and group volunteers

Desired Skills & Resources

- Ability to learn new tasks and skills
- Experience or willingness to learn how to perform basic carpentry skills such as cutting lumber, using carpentry power tools, including drills, jigsaws, and table and handheld circular saws
- Project management skills; ability to collaborate with staff members to achieve organizational goals and objectives
- Ability to successfully prioritize and manage multiple tasks simultaneously with a high level of accuracy
- Solid ability to analyze numbers and manually check calculations
- Ability to perform basic data entry and experience using Google Suite
- Ability to deal with people in a sensitive and tactful manner

Work Environment:

This position will work outdoors doing extensive manual labor periodically throughout the year. Must be able to work outdoors in all weather conditions. Must be able to carry heavy objects, climb ladders, move objects from one location to another, and work in a crouched position

- Actively works hands-on to complete horticulture/carpentry related tasks
- Comfortable working in immediate proximity to the general public, in a safe and friendly manner

Required Skills & Physical Demands:

- Driver's License required
- Ability to operate a motor vehicle, including vehicles that transport over 10,000 pounds (box truck, pickup truck)
- Must pass a Department of Transportation physical and drug screening
- Ability to work both outdoors and indoors for extended periods of time
- Ability to lift 50 lbs. (i.e., load, unload and move gardening supplies, medium to heavyweight tools and equipment)
- May be required to perform tasks at varying heights (i.e., step stools, climb ladders, etc.)

Travel:

Frequent local travel throughout the St. Louis metropolitan area is required - 30% or more.

Work Authorization:

- Must be at least 18 years of age
- Must have the authorization to work in the United States as defined by the Immigration Reform Act of 1986
- Must complete a Missouri State Highway Patrol Background Check
- Must be fully vaccinated (i.e., at least 2 weeks after last dose) for COVID-19 and, if hired, present proof of vaccination by start date

EEO Statement:

Seed St. Louis, does not discriminate on the basis of race, color, gender, religion, national origin, age, disability, sexual orientation, pregnancy, veteran status, genetic information, or any other basis prohibited by applicable law.

Accommodations:

Seed St. Louis is committed to providing qualified individuals with reasonable accommodations to perform the essential functions of their jobs. Additionally, if you (or another applicant of whom you are aware) require assistance accessing or reading this job posting or otherwise seek assistance in the application process, please contact info@seedstl.org

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

To apply please send a resume and cover letter to info@seedstl.org with the subject line Community Project Associate and your name. Please do not contact the organization regarding this open position.

Please visit www.seedstl.org to learn more about our organization