



Join the Growth of Seed St. Louis and Cultivate Change

Impact food access across the region by helping us build a new food demonstration garden and mission center. Be part of something bigger.

Seed St. Louis

- **Mission:** To empower people and communities to grow food
- **Vision:** Equitable access to fresh healthy food throughout the St. Louis region
- **Purpose:** To provide the community with the education, resources, and a network to grow their own food

Position:

Director of Community Projects

Classification:

Non-exempt, hourly

Wage and Benefits:

\$22 per hour

Position qualifies for benefits including health, life, disability, dental, and vision insurance; retirement savings plan; generous paid holidays & PTO program

Position Type

Full Time

Expected Hours of Work:

Role will generally work 40 hours per week

- Frequent Saturday hours may be required in spring & fall (with flexibility to offset these hours during the weekday schedule)
- Evenings and weekend hours will be required as needed for special events and workshops
- Occasional hybrid/work-from-home hours (approx. 1 day per week)

Reports to:

Chief Programs Officer

Summary:

This position provides all oversight in the development and support of the community projects for Seed St. Louis. Responsibilities will include oversight of our garden and orchard development process, close coordination with staff on garden awards, site visits, construction, outreach, and programming on a day-to-day basis.

Essential Functions:

- Assist in the development, implementation, and support of community projects
- Perform site visits and site consultations for gardens and orchards
- Oversee the Garden Program Development process and host orientations
- Meet with garden groups and help with community engagement efforts
- Answer questions, in person, by email, and by phone relating to the garden and orchard program
- Assist with purchasing and building garden award materials as needed
- Perform and/or assist with garden installs and award deliveries
- Oversee individual volunteers and volunteer groups to assist in meeting program and project needs
- Assist in collecting and recording information, including data entry
- Assist in balancing workloads during peak periods
- Help with any special events
- Occasionally fix things at gardens with construction needs
- Help with fruit tree maintenance
- Work with the leaders of the International Farm to maintain members, order materials, and overall running of the farm; Coordinate with farm leaders and our Network Engagement Specialist to plan signature volunteer engagement experiences
- Provide supervision to Community Project Coordinator and Community Projects Associate

Desired Skills & Resources:

- Basic horticultural knowledge with a focus on edibles

- Excellent project management skills including the ability to develop schedules/timelines, long-range planning, and communicating with and directing workgroups
- Ability to troubleshoot problems in a garden, willingness to find answers when you don't know them
- Ability to manage competing priorities, assist in directing a workgroup of gardeners or volunteers, and provide quality results
- Solid customer service, phone, e-mail, and in-person communication skills
- Experience performing basic construction skills such as cutting lumber, building raised vegetable beds, and related experience using hand and power tools
- Experience working in a database and working with electronic surveys
- Scheduling flexibility that allows working weekends and evenings is required
- Demonstrates the highest level of professional and ethical conduct

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 - 60% 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

EEO Statement

Seed St. Louis is an Equal Opportunity Employer. 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.

Notice

This position may be financed in part through an allocation of Community Development Block Grant funds from the Department of Housing and Urban Development and the City of St. Louis' Community Development Administration.

To apply please send a cover letter and resume to info@seedstl.org with the subject line **Director of Projects and your name. Please do not call regarding this open position.**

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

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