



Join the Growth of Seed St. Louis and Cultivate Change

Impact food access across the region by helping us build and expand community gardens and orchards across our network. 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:

Community Projects Associate - Seasonal

Classification:

Non-exempt, hourly

Wage and Benefits:

\$20 per hour

Position Type

Part Time, Seasonal

Start Date

February 2026

Expected Hours of Work:

Role will generally work 20 hours per week for 8 months

- Wednesday-Friday daytime hours, with occasional flexibility if needed

- Occasional 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

Reports to:

Director of Community Projects

Summary:

This position assists in the development and support of our garden and orchard projects for Seed St. Louis. Responsibilities will include close coordination with staff on garden and orchard awards, installs, plantings, nursery management, material sourcing, outreach, and programming on a day-to-day basis.

Essential Functions:

- Construct awarded materials for gardens and orchards, such as raised beds, compost bins, benches, etc.
- Maintain an organized inventory of constructed materials at our construction facility
- Perform and/or assist with garden installations and orchard plantings
- Oversee construction projects and custom build projects
- Maintain tool shop, storage, and organization
- Purchase construction materials, tools, and orchard plants
- Interact with the general public, providing information on Seed St. Louis during sales and events
- Assist in any other aspects of the Community Project's program
- Assist in the supervision of individual and group volunteers
- Track orchard nursery and tool inventory
- Perform basic care of orchard plants at the nursery, such as pruning, staking, potting up plants, etc.
- Contribute to research for and strategic development of the Community Projects Program

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, table saws, and handheld circular saws

- Excellent project management skills, including the ability to develop schedules/timelines, long-range planning, and communicating with and directing workgroups
- Ability to successfully prioritize and manage multiple tasks simultaneously with a high level of accuracy
- Ability to deal with people in a sensitive and tactful manner
- 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

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 - 20% or more during peak garden installations.

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.

Seed St. Louis
5501 Delmar Blvd. Suite B270
St. Louis, MO 63112
info@seedstl.org
www.seedstl.org