



Position Title: Program Assistant, Community Garden
Department: Cesar Chavez Community Action Center (CCCAC)
FLSA Status: Non-Exempt
Full/Part-Time: Part-Time
Compensation: \$15.25 per hour
Reports To: Garden Operations & Community Engagement Assistant

Click [here](#) to apply!

Associated Students Summary

Associated Students' (A.S.) mission is to support and represent the students of San José State University by continuing the organization's legacy of student advocacy and leadership; to enhance SJSU students' education through high quality programs and services; and to prepare students as they move towards a thoughtful and purposeful life after graduation.

A.S. is a non-profit auxiliary corporation serving the students of San Jose State University whose primary source of funding is from mandatory student body fees. A.S. Departments include the Cesar Chavez Community Action Center, Child Development Center, General Services Center, Human Resources, Information Technology, Events, Marketing, Print & Technology Center, Student Government, and Transportation Solutions.

Position Summary

This position works in a collaborative team environment, facilitating volunteers/students at the garden, serving as the key spokesperson for all outreach efforts to students and working with staff to strengthen daily garden operations. You will be responsible for helping with workday planning, record keeping, and leading small groups of volunteers during workdays. This position is ideal for someone who is interested in sustainable gardening practices, and community organizing.

Essential Functions

- Assist in the operations of the Campus Community Garden; i.e.: Ensure all equipment (shovels, hoses, etc.) are in good working order, help manage the greenhouse to ensure proper seed propagation, ensure that the garden is well maintained and is both a productive and safe working environment
- Assist with developing strategies to involve students in the garden
- Assist in managing volunteer recruitment, training, scheduling, and ongoing support
- Coordinate workshops at the garden designed to teach nutrition, sustainability and possibly help raise funds for the garden
- Work with Garden Operations & Community Engagement Assistant to maintain recording keeping of planting schedules, composting logs and seeding schedule
- Research and help practice GAP (good agricultural practices) as set forth by USDA
- Represent CCCAC to campus community (students, staff, faculty, leadership) and local community members and organizations via meetings, events, conferences, email communication, etc.; work to build reciprocal partnering relationships
- Participate in all CCCAC staff meetings and professional development sessions
- Work with team to develop and implement a volunteer culture on campus
- Contribute to all CCCAC special events and programs

- Perform other duties for CCCAC and Associated Students as requested
- Participate in summer orientation events if applicable

Knowledge, Skills and Abilities

- Ability to think creatively and experience leading groups
- Some experience of gardening/agricultural practices or a willingness to learn
- Gain core understanding of food justice, and organic food systems
- Capacity to work effectively in a University environment and represent the goals and mission of the Associated Students of SJSU
- Effectively work with a wide population of students and cultural needs

Work Environment, Hours, and Physical Demands

- This job operates in a garden environment and routinely uses standard garden equipment.
- Must be able to properly use garden equipment; i.e. hoses, shovels, etc.
- Must be able to occasionally lift or carry garden supplies, up to 40 pounds.
- Must be available Monday through Friday from 8:00AM -5:00PM.
- Reliable and consistent work attendance and professionalism is required.

Other Duties

- This job description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities that are required of the employee for this job. Activities, duties, or responsibilities may change at any time, with or without notice.

Required or Preferred Education and Experience

- Must be a current matriculated San José State University student
- Federal Work-Study Applicants Preferred.
- Must be a current volunteer of the campus community garden
- Requires an interest in gardening/agriculture
- Requires excellent time and project management skills.
- Requires strong ability to multi-task.
- Requires excellent interpersonal skills.

Notes to Applicants

The person holding this position is considered a mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 Revised July 21, 2017 as a condition of employment.

This position may be exposed to sensitive or personal information and is required to comply with the requirements set forth by the Integrated CSU Administrative Manual 8000 series and Associated Students Information Security Standards as a condition of employment.

A background check (including a criminal records check) must be completed satisfactorily after a conditional offer of employment. Failure to satisfactorily complete the background check may affect a conditional offer of employment.

Equal Employment Statement

Associated Students provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. A.S. provides reasonable accommodations for applicants with disabilities who self-disclose.

Applications

Applicants must submit a complete application through the Associated Students applicant tracking system, ADP. Only complete applications will be considered.

Deadline

The position will remain open until filled.

Click [here](#) to apply!