



**Associated Students, San Jose State University**  
**One Washington Square**  
**San Jose, Ca 95192-0128**

**Position Title:** Campus Community Garden Coordinator  
**Position Department:** Cesar Chavez Community Action Center (CCCAC)  
**FLSA Status:** Exempt  
**Full/Part-Time:** Full-Time  
**Compensation Range:** \$40,000 - \$60,000  
**Reports To:** CCCAC Department Manager

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**

The Campus Community Garden Coordinator is responsible for providing leadership and training for student assistants and volunteers and maintaining the operations of the garden. Garden operations involve a variety of garden tasks including, but not limited to, bed creating and preparedness, seeding and transplanting, weeding, pruning, harvesting, greenhouse propagation, composting, and irrigation system maintenance.

Oversight of operations and volunteer coordination shall be accomplished using a community engagement approach with the San Jose State University campus community of students, faculty, and staff. This position will also assist in achieving the primary goals of the Garden, which include Integrated Learning and Civic Engagement; enriching the student experience and providing food resources to address the hunger of students; strengthen community alliances, both on and off campus.

### **Essential Functions**

#### **Student & Leadership Development**

- Oversee the Community Garden Program Assistants and volunteers and serve as a supervisor, leader, and role model.
- Share knowledge about gardening/farming techniques and sustainability centered in social justice with program assistants, volunteers, and campus community.
- Responsible for the coordination and execution of large and small scale programs of the campus community garden. This includes but is not limited to: weeks of welcome, harvest festival, spring it on, etc.

- Demonstrated capacity to work effectively in a University environment, including its programs and services, requirements and procedures and the overall mission and goals of an educational institution.
- Responsible for the coordination of the Garden Scholars Fellowship Program. This includes: program development, marketing and outreach, facilitating and organizing workshops and serving as a supervisor and mentor to fellows.

#### Operations

- Organize, prepare, and supervise garden workday tasks.
- Work with Master Gardeners and local resources to identify plant, seed, and material needs.
- Develop, implement and manage the annual planting and maintenance schedule.
- Ensure safe, proper and productive garden activities.
- Work efficiently on a variety of garden tasks including, but not limited to, creating signage, decorations, props, and graphics.
- Responsible for equipment organization, storage, and cleaning, as well as maintaining a safe work environment.
- Work in conjunction with the Spartan Food Pantry to distribute and donate food produced by the Campus Community Garden.
- Oversight of garden reservation system. This includes: reviewing reservation requests, communicating and coordinating requests with clientele, and providing day of staff and support.

#### Academic & Community Engagement

- Work with the campus community in an effort to cultivate critical thinking and civic engagement in topics including, but not limited to, sustainability and food justice.
- Serve as a CCCAC representative on various campus community committees and work with on-campus advocacy groups that address student hunger, environmental issues and food justice. This includes, but is not limited to: Student Hunger Committee, Earth Day, and The Solidarity Network.
- Work with faculty/academic affairs departments interested in developing programs and events at the Campus Community Garden that are focused on environmental/social justice related issues.
- Establish and coordinate the Grow with Us program at the garden that engages the campus community.
- Strengthen community alliances, both on and off campus, through developing and maintaining positive neighbor relations within the vicinity of the Garden.

#### Administration

- Supervise the Community Garden Program Assistants. This includes: recruitment, hiring, onboard training, performance reviews, and separation of employment.
- Lead and manage the volunteers of the garden, which includes mandatory orientations, training sessions, tasks and responsibilities.
- Develop and implement monthly reports and semi-annual evaluations.
- Survey and compile data as appropriate.
- Maintain garden project files and records.
- Oversee marketing needs and recruiting strategies for the Garden and volunteers to increase awareness and involvement of SJSU students, and promote the Garden and related events.
- Participate in department staff meetings, organization-wide training, and development activities.
- Assist department manager with the training and development of CCCAC staff

#### **Knowledge, Skills, and Abilities**

- Knowledge in sustainability, environmental and food justice centered in social justice.

- Experience and knowledge in maintaining the operations of the garden, which includes a variety of garden tasks including, but not limited to, production of edible foods, bed creating and preparedness, seeding and transplanting, weeding, pruning, harvesting, greenhouse propagation, composting, and irrigation system maintenance.
- Ability to work as a team player.
- Requires excellent interpersonal, written and verbal skills.
- Requires excellent time management and planning skills.
- Requires patience, confidence, and a helpful, friendly and professional attitude when working with students, staff, vendors, partners and volunteers.
- Must be proficient in Microsoft 365 and Google Workplace.

### **Work Environment, Hours and Physical Demands**

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

### **Required or Preferred Education and Experience**

- Bachelor's Degree in Environmental Justice, Urban Planning and Development, or any related degrees.
- Experience with gardening tools and general hardware is required.
- Experience working with diverse backgrounds (age, race/ethnicity, class, gender, sexuality, and ability)

### **Notes to Applicants**

All Associated Students employees must be fully vaccinated against COVID-19 no later than September 30, 2021, unless they are exempt from this requirement because an exemption has been granted based on a medical contraindication or sincerely held religious beliefs. Fully vaccinated means that an individual has received all recommended doses of a COVID-19 vaccine that has received Emergency Use Authorization or full approval from the U.S. Food and Drug Administration (FDA) and that it has been at least two weeks since the final recommended dose.

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!