



COMMUNITY ENGAGEMENT ASSOCIATE JOB DESCRIPTION 2021

Working with the Community Engagement Coordinator, the Community Engagement Associate's role is to manage on- and off-site community engagement, food access, and volunteer engagement activities. Onsite activities include but are not limited to hosting on-site markets, leading site tours, co-managing the Growing Home community garden, and planning/implementing learning activities for youth and adults. Offsite activities include: hosting pop-ups, tabling events, and representing Growing Home at local events.

This position reports to the Community Engagement Coordinator. This position is expected to work Tuesday through Saturday with some non-traditional work hours (after 4 pm).

Tuesday and Wednesday: 8:00 a.m. to 4:00 p.m.

Thursday and Friday: 11:00 a.m. to 7:00 p.m.

Saturday: 8:00 a.m. to 4:00 p.m.

RESPONSIBILITIES

Community Engagement and Events

- Assist the Coordinator of Community Engagement in planning, promoting, and coordinating innovative, year-round educational and engagement opportunities
- As directed, lead workshops, trainings, and demonstrations on- and off-site for various stakeholders
- Participate in Growing Home's off-site outreach, including attendance and participation at local and regional events, panels, resource fairs, and conferences
- Identify and establish new relationships, and maintain current collaborative relationships with community-based organizations, nonprofit organizations, the public health community, community leaders, schools, and potential employers
- Assist in planning and implementing on-site events such as the open houses and farm tours



Food Access

- Responsible for sales and stands at Growing Home's farm locations and locations in and around the Englewood community. This includes but is not limited to: Growing Home's Thursday market and Englewood Friday/Saturday markets.
- Transport all packed produce to market, unload, and set up stands using methods that maintain quality standards.
- Maintain an inventory of market stand supplies.
- Employ creativity and adaptability in market stand arrangement, to enhance productivity and customer and employee experience.
- Maintain freshness and quality of produce at all markets, as well as an attractive stand set-up.
- Work alongside Production Assistants, guest chefs, and other staff to ensure that pop-ups and farm stands are engaging and educational for our PAs and community residents.
- Evaluate all Production Assistants during markets and report to Farm and Program Coordinator for Monday meetings.
- Track and report all hours of Production Assistants working markets to Farm and Program Coordinator.
- Operate and oversee POS systems (Square Stand, Link Card reader).
- Ensure accurate sales and correct change.
- Responsible for sales and record-keeping, including weekly market reports and an inventory of all crops before and after sales.
- Have all market reports and summaries completed by the Wednesday immediately following all markets.
- With support from Farm staff and the Community Engagement Coordinator responsible for daily oversight of residents and volunteers working in the community garden and learning garden.
- Assist in the upkeep and activities relating to Growing Home's Community Garden and Learning Garden.



Volunteer Assistant

Assist the Community Engagement Coordinator:

- Scheduling volunteers and getting volunteer feedback
- Entering and tracking volunteer contact information and data using Google Docs and Salesforce
- Serve as initial volunteer contact and on-site assistant

Marketing, Outreach, and Communications

- Distribute content to community partners and residents

Assessment and Evaluation

- Keep database updated on tabling, learning garden, food access, workshop and demo, and volunteer data on a daily basis

Other Duties

- Completes basic office support tasks including answering the phone, making copies, and maintaining general office organization and cleanliness
- Provides word-processing and secretarial support, including entering and updating data into spreadsheets, preparing documents, and using Google Docs
- Other duties as assigned

SKILLS AND QUALIFICATIONS

- Commitment to Growing Home's mission and core values
- Ability to work flexible hours
- Ability to engage and build relationships with various stakeholders with a pleasant and positive attitude
- Demonstrated ability to lead workshops for children and adults



- Excellent verbal and written communication skills
- Strong organizational and time management skills, including the ability to work independently and problem-solve
- Comfortable working directly with marginalized populations; ability to engage with individuals in an authentic and nonjudgmental manner
- Working knowledge of basic computer skills, including using Microsoft Office Suite and Google Suite
- At least two years of relevant work, volunteer, or internship experience
- Ability to work evenings and weekends
- Travel for pop-ups and community engagement activities in a large Growing Home cargo van will be required.
- Must have a valid driver's license
- Access to reliable transportations highly encouraged