



Food Access Coordinator JOB DESCRIPTION

BACKGROUND

Denver Urban Gardens (DUG) is a 501(c)(3) organization dedicated to preserving and expanding urban green spaces while sharing knowledge and resources to grow food in community. We are seeking a Food Access Coordinator who is passionate about gardening, education, community-building, sustainability, food justice and climate action.

We are looking for a flexible, self-starter individual who enjoys working in a dynamic team environment, is passionate about effective and equitable approaches to learning and teaching, and embraces the value of community and cultivating relationships with people from a variety of backgrounds and lived experiences.

The Food Access Coordinator will support in the metro-wide execution of DUG's long-standing Grow a Garden program and alignment with our DUG Corps and garden activation. They will also serve as liaison with DeLaney Community Farm in Aurora.

ESSENTIAL JOB DUTIES

This position reports to the Equity + Food Access Director

- **Grow a Garden Program Delivery - 55%** DUG's Grow a Garden program reduces barriers to local fresh food by connecting individuals, families, seniors and groups to seeds, seedlings, education and support to get growing at home or in a DUG garden.
 - **Jan - March** Lead robust participant outreach of program to targeted areas in close proximity to distribution centers
 - Work with Director of Marketing & Communications to create an outreach strategy for each of the 17 distribution sites
 - **Feb - May** Assist with program registration for participants who need additional support including alignment with DUG Corps efforts with plot registrations in gardens
 - **Jan - March** Work with volunteers to sort and organize seed donations and coordinate with DUG Corps to distribute to gardens
 - **February - May** Manage communications from participants with program-related questions

- **March - May** Assist with planning and implementing DUG's annual Spring Plant Sale
- **May - Sept** Solicit continual feedback from participants to identify current gaps in programming and areas to optimize
- **March - May** Support in coordination with CSU Extension and other partners around the Great Day of Gardening in May
- **June - Aug** Assist with planning and executing DUG's annual Fall Plant Sale
- **Food Access Coordination - 20%**
 - Work with Senior Director of Operations and Equity + Food Access Director to estimate, track and manage food donations from DUG gardens/farm to community through formal and informal channels.
 - Participate in coalitions and collaborative partnership working groups, such as the Denver Community Food Access Coalition, and update DUG team on regular basis.
- **DeLaney Community Farm Liaison - 15%** DeLaney Community Farm is a partnership between DUG and Project Worthmore, whose mission is to support refugees through regenerative agriculture and community building.
 - Work with Farm Director to host in-season educational events at DeLaney
- **Administrative - 10%**
 - Attendance tracking and reporting
 - Budget tracking and reporting
 - Communications and emails

REQUIRED SKILLS, EXPERIENCES + QUALIFICATIONS

- Strong problem solving skills with a high degree of flexibility and adaptability as a self-starter
- Excellent interpersonal skills, ability to effectively and respectfully work with and interact with diverse community members
- Experience with Google Workspace and Excel
- Demonstrate a commitment to diversity, equity, and inclusion through continuous development, modeling inclusive behaviors, and proactively managing bias

PREFERRED SKILLS

- Spanish proficiency
- Salesforce experience
- Knowledge and/or experience with food systems and food access
- Garden or urban farming education and experience

COMPENSATION + BENEFITS

Starting compensation is \$35,000-\$40,000, full-time exempt, fully benefited position based on experience and skill set. Benefits include paid holidays, vacation, and other personal time off, as well as generous employer-sponsored health and dental insurance plans.

DUG offers professional learning opportunities in Horticulture, Urban agriculture, Food Access, Health & Wellness, Climate Action, Community Garden building & education, Community Garden establishment and support and School Gardens. There is potential for opportunities for advancement within Denver Urban Gardens as our programming expands.

HOW TO APPLY

Please send your resume and cover letter to jobs@dug.org with “Food Access Coordinator” in the subject line. In your cover letter, please address the following questions:

1. What does food access mean to you?
2. Why DUG?

Application closing date: February 4th, 2022

EQUITY STATEMENT

DUG centers equity as one of its organizational values and we value diversity — in backgrounds and in experiences. We believe food is a universal right, and we need people from all backgrounds and swaths of life to help build the future of our food system.

We are an Equal Opportunity Employer and our staff are people with different strengths, experiences and backgrounds, who share a passion for improving people's lives. Diversity not only includes race and gender identity, but also age, disability status, veteran status, sexual orientation, religion and many other parts of one's identity. All of our employee's points of view are key to our success, and inclusion is everyone's responsibility.

Thank you for your interest in our organization and community.