

## Grow the Growers Program Coordinator Job Description

**Job title:** Grow the Growers Program Coordinator

**Focus Area:** Agriculture education

**Primary Site:** Gutierrez-Hubbell Open Space

**Job type:** 20-30 hours per week, temporary through December of 2025

### **BACKGROUND**

Gutierrez-Hubbell Open Space is an approximately 16-acre Bernalillo County-owned property managed by the Open Space. We manage the natural, cultural, and historic resources of this public land through educational programming, community events, stewarding our agricultural fields, and grounds maintenance. This Open Space also encompasses the Gutierrez-Hubbell House History and Cultural Center Museum, an orchard, demonstration gardens, agricultural fields, offices, parking, a caretaker's residence, a trail, and a corral.

The Cultivating Bernalillo County 'Grow the Growers' program is a comprehensive farm training and business acceleration initiative designed to attract new and emerging farmers into professional food production. Grow the Growers is a partnership between Agri-Cultura Network, Bernalillo County, Bernalillo County Cooperative Extension and Ciudad Soil and Water Conservation District. The Grow the Growers partners are committed to strengthening the local food economy by nurturing the next generation of food entrepreneurs.

### **POSITION SUMMARY**

The Grow the Growers Program Coordinator reports directly to the Ciudad SWCD Agriculture Manager. The primary function of the Program Coordinator is to coordinate the Grow the Grower intern participants in meeting the learning objectives set out in the program curriculum and contributing to the training team by keeping the participants' field and curriculum work connected. This person will also assist with other administrative level duties for the program. Tasks include the following:

- Support Grow the Grower interns in their daily education
  - Participate in annual intern orientation
  - Ensure employee policies and procedures are followed
  - Serve as liaison between intern group and GtG partners
  - Present on agriculture-related topics for participant classes and workshops
  - Support and coordinate curriculum implementation
  - Collect and submit intern timesheets
- Coordinate administrative tasks in support of the program
  - Facilitate bi-weekly partner meetings
  - Lead program promotion and outreach
  - Grow partnerships with growers and other farm-serving entities
  - Coordinate management trainings as needed
  - Facilitate and coordinate incubator agreements
  - Coordinate UNM Evaluation team

- Coordinate mid-season evaluation process and create response to incubators

## **MINIMUM QUALIFICATIONS/ EXPERIENCE**

- Willingness to collaborate positively with staff, interns, volunteers, and program partners to engage them in educational and volunteer programs and ensure the quality of the programs
- Minimum 2 years of farming or gardening experience
- Minimum 2 years experience in teaching or training, including use of teaching materials and tools
- Experience with program coordination or management
- Willing to successfully and thoughtfully lead learners of different ages and backgrounds
- Friendly, enthusiastic, enjoys engaging with the public, and has a positive attitude
- Organizational skills
- Good written and oral communication skills
- Must be able to lift 30 pounds and work outdoors in all types of weather
- Must have the ability to exercise good judgment in evaluating situations and taking corrective actions
- Ability to maintain and keep accurate records; facilitate programming meetings Moderate to advanced computer skills, especially with Microsoft Office suite and email
- Flexibility, adaptability, and capacity to work in a fluid, changing work environment
- Must be able to pass the organization's background check requirements

## **PREFERRED QUALIFICATIONS**

- In addition to the above,
- Experience in farming or gardening education either in a school or community setting
- Farming and gardening experience in New Mexico
- Experience in developing educational curriculum, content, and supporting program materials
- Ability to positively and professionally represent the organization and advocate for its mission

## **OTHER REQUIREMENTS**

Selected Individual will be required to undergo background check with Bernalillo County Open Space

## **WORKING CONDITIONS**

- Essential duties may be performed indoors or outdoors in a variety of weather conditions
- Works with support from Bernalillo County Open Space Staff Members, Ciudad SWCD staff members, and agricultural program partners on-site at Gutierrez-Hubbell Open Space

## **EQUIPMENT, TOOLS AND MATERIALS**

- Equipment typically used in the performance of duties can include but are not limited to shovels, hoes, rakes, pitchforks, pruning shears, and assorted hand and carpentry tools used in the care and maintenance of growing spaces.
- Gloves, boots, and eye protection are utilized in performance of essential duties.

## **COMPENSATION**

Pay range for this position is \$23.50 to \$28 per hour, depending on experience.

## **SITE**

Primary work location will be at Gutierrez-Hubbell Open Space (5945 Isleta Blvd. SW, ABQ NM 87105)