



WCG Community Garden Program Director

Organization and Program Description:

Wasatch Community Gardens (WCG) is a community-based, nonprofit organization dedicated to empowering people to grow and eat healthy, organic, local food. Since 1989, we have provided children, adults, and families in Salt Lake County with access to land and education for growing and eating fresh produce, while building and nurturing community connections through gardening and healthy food. We accomplish this through six main programs: Advocacy & Justice, Community Garden, Education, Job Training, Volunteers, and Youth and School Gardens.

The purpose of the Community Garden (CG) Program is to cultivate community gardens in Salt Lake County, with a focus on low-income neighborhoods. Wasatch Community Gardens (WCG) partners with local government; community members; neighborhoods; schools; and social service, community, refugee and faith-based organizations to strengthen community gardens, link them through our Garden Leadership Network, and provide services and resources needed to ensure the long-term viability of these projects. The Community Garden Program is implemented in close collaboration with local government agencies, including Salt Lake County Parks and Recreation and Salt Lake City Parks & Public Lands.

Position Overview:

The Community Garden Program Director reports to the Director of Programs and is the organization's lead on community gardening. The Program Director will oversee the organization's community gardening programming, collaborate with community partners, and plan and execute all aspects of training for community garden organizers, ongoing garden resource development and administrative oversight. Working alongside other program staff, the Program Director will work with community members, city and county agencies, non-profits, and other community partners to organize, develop, and promote the Community Gardens Program.

Primary Responsibilities:

Program Responsibilities – 40%

Oversee community gardens, contracted partnerships, planning, etc.

- Oversee Community Garden Program contracted partnerships
- Oversee the contracts of new community gardens and partnerships
- Facilitate implementation of the WCG Strategic Plan as it applies to the CG Program
- Cultivate and manage relationships with partner agencies
- Create and monitor program budgets with Director of Programs
- Oversee data collection and reporting for the CG Program
- Oversee impact and evaluation measures for the CG Program
- Ensure liability insurance is maintained for community gardens
- Support other WCG staff overseeing outreach and marketing for the CG Program

- Perform website/database management to support program's activities

Team Management – 30%

Hire, onboard, and provide ongoing support to maintain a team of 3 program managers and program interns.

- Facilitate regular team meetings and 1x1 meetings
- Maintain policies, processes, documentation, etc. to support collaboration and teamwork across program staff
- Lead in navigating interpersonal conflicts between managers and gardeners upon request
- Lead decision-making processes regarding terminating gardeners' membership and drafting custom relationship agreements when needed
- Lead/support communication and collaboration with partners as appropriate
- Support team's collaboration across WCG departments
- Coordinate with program managers and Agriculture Operations staff (specifically CG Site Manager) to ensure that all WCG community garden sites are well-maintained, safe, and functioning
- Effectively communicate roles and responsibilities between partners, program managers and CG Site Manager throughout garden design, installation, gardener recruitment, and maintenance phases
- Support team members in professional development and growth opportunities
- Lead team in long-term planning and vision for the program

Additional Outreach & Education Responsibilities – 20%

Oversee resources to strengthen and support a broad network of community garden organizers throughout Salt Lake County and grow WCG as a leader in the field.

- Host trainings for community garden leaders
- Develop online/print resources related to community garden development and management
- Oversee distribution of in-kind donations to community gardens
- Participate in relevant regional coalitions and task forces, as time allows

WCG Administrative Responsibilities - 10%

- Work with External Relations team to share stories ethically and respectfully about program participants and build support for the program
- Assist with grant proposals and reports as needed (including tracking of data)
- Attend weekly staff and director meetings and support overall goals of WCG
- Attend and assist in WCG events (Spring Plant Sale, Tomato Sandwich Party, etc.)
- Serve as a reliable link between the Community Garden Program and WCG as a whole

Qualifications:

Strong candidates will offer the following skills and experiences:

- Community organizing skills and experience: neighborhood organizing, community development, or grassroots organizing
- Proven success in building, developing and managing a team of 4 or more employees
- Strong commitment to community empowerment, social justice, and community food security
- Negotiation and problem-solving skills, with the ability to help individuals and groups overcome setbacks
- Excellent oral and written communication skills including public speaking, materials development, and leading meetings
- Proven ability to build coalitions and develop new partnerships and programs
- Experience with collaborative work projects

- Experience in evaluating programs and data reporting
- Highly organized with the ability to juggle multiple issues, deadlines, project responsibilities
- At least 5 years' experience working in the non-profit or advocacy worlds, or equivalent experience
- Computer literate with proficiency in Microsoft Office Suite, Google suite, and database experience
- Experience working with racially and ethnically diverse communities and understanding of the need for culturally competent services, materials, resources, and programs
- Proven ability to work in or with the public sector
- Demonstrated experience managing volunteers
- Strong conflict prevention and management skills
- Educational program development and teaching experience

Preferred Qualifications:

- Demonstrated experience in urban gardening/farming and organic methods
- Extensive knowledge of communities along the Wasatch Front
- Familiarity with budget creation, management, and reporting
- Ability to work within a budget creatively
- Knowledge and/or experience managing public programs or facilities
- Non-English Second language skills strongly encouraged
- Familiarity with local resources (gardening, community)
- Willingness to work some evening and weekend hours
- Ability to travel throughout Salt Lake County to meet with diverse groups and individuals and attend community meetings and events

Work Environments:

- Office in-person (unless disallowed by public health order/recommendation), with the option for occasional remote work
- Wasatch Community Gardens' Campus, community gardens and farms
- Event locations

Hours:

This position is full-time (40 hours per week), flexible schedule, some evenings and weekends.

Salary and Benefits:

Compensation will be commensurate with qualifications and experience with a hiring range of \$50,000-\$55,000 and a salary growth range of \$50,000-\$60,000. Includes health insurance, 401K, HSA, paid holidays, sick and vacation leave, comp time, and access to garden produce.

To Apply:

Please email the following materials to openings@wasatchgardens.org:

- Resume
- Names, titles, and phone numbers of three professional references
- Short response (one page total) to the following items:
 1. Why are you interested in this position?
 2. What strengths will you bring to our team and this position?

Please put "Community Garden Program Director" in the subject line of your email. Applications will be accepted until 5pm on Wednesday, May 28th, 2025. **Applications without references and responses to the questions above will not be considered.**

Final candidates may be asked to submit to and clear a background check.

People of color, people with disabilities, veterans, and LGBTQ candidates are strongly encouraged to apply. WCG is committed to providing equal employment opportunities for all employees and applicants for employment based on individual qualifications and without regard to race, religion, gender, age, national origin, mental or physical disabilities, sexual orientation, or any other similarly protected status. It is our policy to comply with all applicable laws governing employment practices and not to discriminate on the basis of any unlawful criteria. WCG values the diverse backgrounds of its employees and works to create an open atmosphere of trust, honesty, and respect. WCG is an equal opportunity employer and does not discriminate in its employment decisions.