

Community Garden Ambassador (Part-time)

Office Locations: East Palo Alto (Primary) and Concord (Secondary). This position requires residency in San Mateo County.

Job Summary

The Community Ambassador program was created in order for Fresh Approach to nurture stronger community linkages and improve its program offerings with the leadership of resident community members. Community Ambassadors are provided leadership and skill-development training to increase their opportunities to work and contribute to the community.

Fresh Approach seeks a detail-oriented and organized individual with good public communication skills to support in planning, coordinating, and implementing the organization's Collective Roots Community Garden (CRCG) programming. This role is primarily responsible for planning, coordinating, and implementing CRCG programming, and working with partner sites on their garden projects.

We are seeking an individual who values diversity at all levels and is committed to fostering an environment in which community members and co-workers from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive.

About Fresh Approach

Celebrating 15 years of operation in 2023, the mission of Fresh Approach is to create long-term change in local food systems by connecting California communities with healthy food from California farmers and expanding knowledge about food and nutrition. We accomplish our mission through a variety of programs, including the Mobile Farmers' Market, VeggieRx, Collective Roots Community Garden, the East Palo Alto Community Farmers' Market, and Matching Nutrition Incentives at the Richmond Certified Farmers' Market. We believe that **everyone should have equal access to healthy foods** and that the health of our communities and the livelihood of our local farmers should go hand-in-hand.

2024 marks our 6th year of operating the Collective Roots Community Garden. Before merging with Fresh Approach in 2018, Collective Roots was an independent nonprofit founded in 2000 that launched the East Palo Alto Community Farmers' Market in 2007 (which Fresh

Approach also now operates). We are honored to build on the CRCG's rich history and deepen our relationship with community members – especially in East Palo Alto.

Responsibilities and Expectations

- **Assist with the Community Garden programs in East Palo Alto/Redwood City-North Fair Oaks**
 - Complete 8 hours of basic training & shadowing of the position (sustainable gardening and food production, composting, nutrition, and community leadership.)
 - Complete 20 hours of specialized training via workshops, and hands-on experience in focus areas during their term of service. Community Ambassadors (“CAs”) will focus on the topics of **gardening/food production, composting, and community building**.
 - Work at the **Collective Roots Community Garden**
 - Support in garden and landscape maintenance
 - Support with maintenance and ordering of gardening tools and supplies
 - Coordinate and/or facilitate 1-2 workshop(s) and volunteer workdays for community members to learn about gardening, and
 - Identify and work on your own leadership/community engagement projects with the support of Fresh Approach staff.
- **Interface with Community Members**
 - Educate and share information with community members to encourage more people to get involved, and promote the upcoming workshops
 - Contribute to fostering an inclusive community by listening to and connecting with community members
 - Help with community outreach and advocacy work.
 - Help distribute outreach materials to community partners
 - Participate in community tabling events to share about Fresh Approach programs
- **Interface with Staff**
 - Participate in and be punctual for regular check-ins regarding programmatic support as well as personal and professional development
 - Complete remote tasks on time (e.g., updates, presentations, timesheets)
- **Collaborative Meetings**
 - Participate in collaborative/regional meetings with partner organizations focused on efforts to cultivate health, food access, and land stewardship

- **Be a Team Player**

- Practice being proactive, taking initiative and collaborating with other program staff to coordinate on projects
- Contribute your thinking by asking questions and sharing ideas
- Do your part to complete collaborative projects in a satisfactory and timely manner
- Support outreach and fundraising events as a means of increasing Fresh Approach awareness.
- Maintain a high level of integrity as a representative of Fresh Approach.

Requirements

- This position requires work in an office environment but mostly outside in all weather conditions.
- This position requires the ability to lift equipment (up to 30 lbs) in and out of a vehicle.
- This position requires the ability to stand for a long period of time.
- Requires a California driver's license with a safe driving record, and must be comfortable driving a large pickup truck. No special license is required.
- This position requires reliable transportation to and within East Palo Alto/North Fair Oaks (Redwood City) due to the location of meetings and project sites. Exact location depends on the position. All mileage traveled for work purposes will be reimbursed at the federal rate.
- Regularly requires at least one day (Saturday or Sunday) of weekend work; and occasional early morning work or late evening work.

Qualifications

- **Bilingual: An intermediate level of proficiency in English and Spanish OR English and Cantonese is preferred. Conversational proficiency in other frequently used languages in the Bay Area is also highly valued.**
- Excellent communication skills, in group and one-on-one settings, as well as written communication.
- Experience or interest in working with diverse populations.
- Preference to candidates living in the central community served as well as individuals with personal experience of food scarcity.
- Exceptional interpersonal, retail, or customer service skills.

- Ability to build relationships and work with diverse groups of volunteers and community members.
- Demonstrated personal and professional interest and excitement about community health, local food systems, and California agriculture.
- Adept at Microsoft Excel and Word, Google Suites, Salesforce, Mailchimp, and project management software (or willingness to learn).
- Detail-oriented with the ability to complete tasks on time and work independently.
- Willingness to show initiative and creativity.

Conditions of Employment

- This is an hourly, non-exempt, **part-time position consisting of 24 hours per month** (approximately 6-10 hours per week) and a **6-month term** (ending around May 2025 depending on start date) reporting to the Community Garden Program Manager and/or Specialist.
- This is an hourly position starting at **\$22.00/hour**. Because we know the practice of compensation negotiation can contribute to pay inequities, this compensation rate is non-negotiable.
- Benefits for part-time positions, defined as less than 30 hours per week, include sick-time accruals and paid holidays; and a 403b retirement plan with employer matching after one year of employment.
- Employment may continue beyond the part-time employment term at Fresh Approach's discretion.

To Apply:

To apply, please email a resume to ambassador@freshapproach.org. **Applications will be reviewed until the position is filled.**

1. A cover letter or brief description of interest that highlights the experiences (both work-related and personal) that qualify you for this position.
2. A resume or a list that details previous work, volunteer, academic, and other experiences that qualify you for this position.
3. If you do not have an email you can call to schedule an informational call with the team 925-771-2994.

Fresh Approach is an equal opportunity employer and all qualified applicants will receive



Connecting farmers & communities
through nourishing food

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consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.