

## April 2021

### Garden Network Assistant

The Garfield Park Community Council (GPCC) is seeking a Garden Network Assistant. This will be a contractual temporary employment opportunity through February 2022.

GPCC's Community Wellness Initiative, which prioritizes improving health outcomes and bringing health resources to families on Chicago's West Side, with a focus on food security and green space improvements. The wellness programming includes supporting community gardeners with the Garden Network, sharing and selling gardener's harvested produce through the Garfield Park Neighborhood Market at The Hatchery. Additionally, GPCC works with local partners to develop a new community fruit orchard and improve health outcomes specifically along the Madison and Pulaski corridors.

GPCC is an eight-year old community-based organization dedicated to the revitalization of the Garfield Park neighborhood on Chicago's West Side.

### Job Duties

The Garden Network Assistant reports directly to the Wellness Coordinator. The Garden Network Assistant will:

- Conduct a needs assessment of Garden Network Members (Members) and local urban farms and help create and tend to a "Market Bed" at Member gardens.
- Maintain updated list of Garden Network sites and leaders.
- Market opportunities at dormant urban agriculture sites to new growers and organizations looking for land.
- Research and communicate opportunities and resources to Members on a regular basis.
- Troubleshoot technical, legal, and organizational issues with Members.
- Conduct site visits and provide technical assistance or connections to resources for Members and West Side growers.
- Work with the Members and West Side growers to mitigate potential risks to local food production, access to small business resources, provide technical assistance to growers.
- Develop a system for collective purchasing of necessary agricultural equipment and supplies, and ownership of critical resources.
- Recruit volunteers, from organizations and volunteer groups for the gardens.
- Help with harvest and wash produce and prep for market days.
- With external partners, facilitate farm-based food safety training for Members.



- Establish and follow a workflow that allows Members to access the shared commercial kitchen space at the Hatchery (when it reopens).
- Connect the needs of the Members and community members with additional healthy sustainability initiatives for the community.
- Help maintain the Garden Network wash and pack space at the Hatchery
- Work the twice a month on the second and fourth Saturday at the Neighborhood Market, June through October.
- Help support the development of the Neighborhood Champions program, a series of workshops to training residents on climate change and developing resilient communities.
- Help organize community meetings and community engagement during the eco-fruit orchard construction, installation and opening.
- Coordinate with summer staff members (summer AmeriCorps, Tyson intern, youth interns) with Wellness Coordinator for garden projects.
- Support GPCC communications for Garden Network programs by helping document activities and sharing information for posting on social media, newsletter, website, etc.
- Additional responsibilities may be issued.

#### Qualifications

- One to three years of experience in urban agriculture. Graduate students are welcome to apply.
- Good verbal and organizational skills with the ability to multitask and meet deadlines
- Good analytical, writing, and editing skills
- Strong computer skills including Microsoft Word, Excel and social media platforms
- Bachelor's Degree preferred
- Ability to work nights and weekends as needed
- Valid Driver's License

#### Notes

This is currently a 25 hour per week contract temporary position. The terms of employment are project-based and the position expected to conclude February 2022.

#### To Apply

Send resume, cover letter and related reference to [admin@gpcommunitycouncil.org](mailto:admin@gpcommunitycouncil.org). No phone calls please.

**Garfield Park Community Council is an Equal Opportunity Employer**