

Community Engagement Coordinator

Lewis Ginter Botanical Garden ♦ 1800 Lakeside Avenue ♦ Richmond, VA 23228 ♦ 804-262-9887

Direct Manager:	Director of Education	Date Created:	9-1-15
Department/Group:	Education	Job Category: (E or NE)	NE
Location:	Henrico, VA	Travel Required:	Local
Level/Salary Range:			
Contact:	Submit to beautifulrva@lewisginter.org	Position Type: (FT / PT)	FT; 37.5 hours/week
Date posted:	3-18-16	Posting Expires:	Open until filled

About Lewis Ginter Botanical Garden

*Lewis Ginter Botanical Garden was founded in 1984 as a community oriented, non-profit garden. The Garden has 82 total acres, with 35 acres under intense cultivation, 4 lakes, 13 distinct outdoor gardens including a Children's Garden, a conservatory, facility rental and dining spaces, 65 FTE staff, 600+ volunteers and over 350,000 visitors annually. **Our mission is education; our passion is connecting plants and people to measurably improve our community.** In inviting, serving and teaching our entire community, we hope to model best practices throughout the scope of our mission-related activities and auxiliary business enterprises. We try to pattern ourselves on extraordinary programs and institutions nationwide, and where there are no examples, we intend to lead.*

Job Description

The Community Engagement Coordinator is chiefly responsible for the Garden's outreach and relationship building across a diverse community, expressly to foster greater collaboration and facilitate neighborhood-based urban greening and beautiful place-making initiatives. The Community Engagement Coordinator directly supports the Garden's strategic goal (2009) to "expand the Garden beyond its walls by becoming a catalyst for and connector among enterprising initiatives that use public horticulture as a tool for improving our community and our region." This is a grant-funded position.

Qualifications

The selected candidate will have exemplary leadership abilities and a strong demonstrated commitment to community improvement through civic engagement, cultural competency, and grassroots collaboration. Three-to-five years of successful experience developing and managing community-based initiatives is essential, with clear evidence of superior organizational skills, project management experience, volunteer coordination, and budget oversight. Adept and polished written and oral communication skills are expected, along with technical facility in web and social media platforms.

Essential Duties and Responsibilities

- Strengthen the Garden's role as a community anchor and coalition-builder through effective communication and represent the Garden externally at community events.
- Coordinate, launch and maintain components of the Community Greening ToolKit.
- Develop and sustain grassroots stakeholder relationships throughout the community to cultivate diverse volunteer participation in the Ginter Urban Gardeners training program.

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- Stage facilitated conversations in the community to elicit strengths, assets, and visions of community stakeholders for neighborhood improvements.
- Coordinate and launch the Ginter Urban Gardener training program to build corps of community greening volunteer project leaders.
- Organize and coordinate Community Work Days to address a defined community improvement project.
- Communicate and promote the Garden's community engagement initiatives through all available media outlets.

Other Duties and Responsibilities

- Field inquiries about the Garden's participation in community activities and develop practical strategies to develop or expand diverse audiences.
- Relay inquiries for expert horticultural opinion and consultation to appropriate staff.

Skills/Abilities

Candidates will demonstrate a seasoned ability to

- Communicate effectively and sensitively with diverse staff, volunteers, and community stakeholders
- Employ knowledge of the Richmond region and its nonprofit sector to build and make connections that advance urban greening initiatives
- Develop and implement a detailed project action plan, specifying roles, responsibilities, resources and timelines
- Deploy sound judgment when discerning the balance between working independently and being accountable to your team, supervisor, or Garden leadership
- Develop and coordinate an engaging, interactive volunteer training curriculum and community-based opportunities to practice public horticulture skills
- Use social media platforms to share information and expand knowledge of community greening initiatives
- Balance weekday and weekend responsibilities, as dictated by project priorities and resources, and manage staff and volunteer time effectively

Physical Demands / Working Conditions

- Must be able to lift 50 pounds repeatedly
- Must be able to work in seasonal extremes
- Must be able to bend, squat, kneel, stand and walk for extended periods of time.

Note: Duties described above, other duties and physical demands have been identified as essential functions as required by the Americans with Disabilities Act.

Education/Knowledge

- Bachelor's or advanced degree in environmental education, public horticulture, urban planning and community development or similar related fields
- Other combinations of education/experience appropriate to the job will be considered.

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EACH EMPLOYEE OF LEWIS GINTER BOTANICAL GARDEN

- Must comply with provisions of the current Employee Handbook, all published personnel policies and the requirements of their individual job descriptions.
- Must conduct her- or himself and perform all duties in a manner consistent with a public garden serving multi-generational families, and in accordance with directed practices and procedures.
- Must be aware of surroundings, and vigilant to any possible threat to the safety of visitors, volunteers, and staff or to their property. Ensure all concerns are reported promptly.
- Must report all mishaps, injuries and incidents immediately and ultimately in writing to supervisor.
- Must ensure compliance with all applicable federal and state laws and regulations.
- Must perform other duties as assigned by supervisor and Executive Director.