

# Natural Yard Care Project Manager - Outreach Specialist



Job Announcement

June 2024

**Job Title:** Natural Yard Care Project Manager - Outreach Specialist

**Status:** Full time flex / Non-exempt / Project Manager

**Reports To:** Natural Yard Care Program Director

**Location:** Good Shepherd Center (Wallingford), Rainier Beach Urban Farm & Wetlands, remote and field work

## About Tilth Alliance

Tilth Alliance works in community with Washington farmers, gardeners and eaters to build a sustainable, healthy and equitable food future. Through our work we endeavor to promote and support the adoption of organic, regenerative, sustainable growing practices by farmers and gardeners throughout Washington; to make the food produced by these farmers and gardeners more accessible; and to inspire people to enjoy growing, cooking, and eating food that is both good for them, for their communities, and for the environment. The primary strategies we employ in this effort are advocacy, education and collaboration. Equity, inclusion and the promotion of a culture of anti-oppression are important outcomes expected of all the work we do.

The Natural Yard Care Project Manager – Outreach Specialist provides residents in Seattle and King County with information on natural yard care topics covering all aspects of landscape and indoor plant care with specialties in culturally relevant plants, natural gardening techniques, compost and soil health, and waste management. A major component of this position includes working for the Garden Hotline, Hazardous Waste Management, and RainWise for phone, email, chat, and walk in queries by residents for scheduled days and times. Saturdays are a regular part of this position with evening and occasional Sunday activities included at times with adjustment to the weekly schedule. Outreach in the community in Seattle and King County will be part of the tasks, primarily through in-person educational events, including workshops, presentations, and staffing info tables at festivals for both the Garden Hotline and the Master Composter / Sustainability Steward (MC/SS) programs. Additional duties may include Natural Yard Care classes for suburban cities in King County and Dirt Alert education with Seattle/King County Public Health throughout southwest King County. Responsibility for ensuring outreach

materials and equipment is available and in working order for all staff working on the programs, record keeping of all Garden Hotline outreach activities and assistance with MC/SS records will be included in this position, including ensuring information is available for monthly reporting activities for the director of the programs at the beginning of each month.

## Job Responsibilities

- Provide residents in Seattle and King County with information on plant care and selection, culturally relevant plants, insect and animal plant pests, plant disease issues, IPM alternatives to pesticide use, weed management, urban food growing, soil building, soil biology, composting of yard debris and food scraps, making and use of compost and mulch, grass-cycling, natural lawn care, outdoor water conservation, home storm water management, RainWise program information, and hazardous waste management.
- Provide service hours for Garden Hotline, Hazardous Waste Management, and RainWise through a combination of phone, email, and chat hours two days a week, Thursday and Saturday.
- Weekly schedule will be Tuesday through Saturday. Daily work hours are 9 a.m.- 5:30 p.m. unless outreach or educational activities are scheduled for other times.
- Support MC/SS Program Manager with annual spring training, help lead volunteer event coordination including communication with event organizers and MC/SS volunteers to prepare them for their outreach. Track volunteer sign ups and prepare outreach materials. Fill in for Program Manager and conduct outreach for MC/SS as needed.
- A spot in the MC/SS spring training will be secured if not already MC/SS trained.
- Reach out to the public in Seattle and King County through in person educational workshops and presentations, tabling at events and other activities with community partners for both Garden Hotline and MC/SS programs. Lead equipment and materials care for the team.
- Lead seeding, growing and distribution of culturally relevant plants in the greenhouse at the Rainier Beach Urban Farm and Wetlands. Track varieties grown, care schedule, and troubleshoot issues. Support interns working on the program and delegate work as needed.
- Support outreach reporting for all programs on an ongoing basis to support monthly submission requirements of funders.
- May assist in other education activities of Tilth Alliance as needed and as scheduling allows.
- Support the development and success of all Tilth Alliance programs, attend staff meetings, participate in equity work at organization, support events and other duties related to being a member of the Tilth Alliance staff.
- Uphold Tilth Alliance's safety policies in all interactions while at work.

## Required Skills

- Extensive knowledge of Pacific Northwest gardening techniques, plants, pests and their management using sustainable practices, backyard composting and soil building techniques
- Knowledge of waste management practices in the City of Seattle and the surrounding King County area including hazardous waste
- Understanding of culturally relevant plants and demographics in King County
- Stormwater management techniques and familiarity with the RainWise program
- 2-4 years horticulture or environmental sciences program delivery, teaching, or field experience
- Excellent customer service skills; this job requires extensive interactions with the public
- Strong verbal and written communication skills including social media experience. (A short writing sample will be requested)
- Strong computer, organizational and time management skills; proficient in Microsoft applications. Excellent research skills, including use of internet search engines, wiki, and printed resources.
- Ability to pay attention to details while keeping the bigger picture of our program work in mind.
- Self-directed, able to work independently and cooperatively; able to work in a team and follow through on deadlines; able to communicate effectively to keep team updated on activities
- This position requires a vehicle and ability to transport self and teaching materials to locations throughout the King County area. Mileage is reimbursed at the current federal rate.

## Desired Experience

- Fluency in Spanish, Chinese, Vietnamese or other foreign language
- Demonstrated ability and success working with people from a variety of racial, cultural and economic backgrounds, with various lifestyles, from a variety of age groups, and varied sexual and gender orientations
- Ability to develop and cultivate relationships with community partners we work with across all NYC programs including other teams at Tilth Alliance
- Associate's or Bachelor's degree in a related field – horticulture, biology, botany, soil, or environmental sciences

## Benefits & Compensation

This is a 40 hour, full time, non-exempt position scheduled for Tuesday through Saturday with flex hours for added outreach or other Tilth Alliance educational activities. Occasional Sunday and evening activities are at times required with adjustments made to the weekly schedule. This position is eligible for benefits including medical, dental, vision insurance, Flexible Spending Account for childcare, healthcare and transportation expenses, 401k, paid vacation, sick and

holiday time. This position will be based at the main office in Wallingford and the Rainier Beach Urban Farm and Wetlands in Rainier Beach with expectation for travel throughout King County.

Compensation/starting rate is \$25.00 per hour.

## To Apply

No phone calls please. Submit a letter of interest and resume outlining 1) your experience with the qualifications listed above and 2) why you are interested in this position. **Email all materials to HR@tilthalliance.org with the subject "Natural Yard Care Project Manager - Outreach Specialist."**

This position is open until filled.

The job description does not constitute a written or implied contract of employment. Tilth Alliance reserves the right to revise or change job duties and responsibilities as the need arises. Requirements are representative of minimum levels of knowledge, skill and experience required.

Tilth Alliance is proud to be an equal opportunity workplace dedicated to cultivating a diverse and inclusive work environment. We believe that diversity is essential to achieving our mission. Tilth Alliance is an equal opportunity employer and will not discriminate against any employee or applicant on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, veteran status, or any classification protected by federal, state, or local law. Women, people of color, and individuals from under-represented communities are strongly encouraged to apply.