Position Title: Garden Operations & Community Engagement Assistant
Position Department: Cesar Chavez Community Action Center (CCCAC)
FLSA Status: Non-Exempt
Full/Part-Time: Part-Time
Compensation: $20.00 Per Hour
Reports To: CCCAC Department Manager

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**Associated Students Summary**
Associated Students’ (A.S.) mission is to support and represent the students of San José State University by continuing the organization’s legacy of student advocacy and leadership; to enhance SJSU students’ education through high quality programs and services; and to prepare students as they move towards a thoughtful and purposeful life after graduation.

A.S. is a non-profit auxiliary corporation serving the students of San Jose State University whose primary source of funding is from mandatory student body fees. A.S. Departments include the Cesar Chavez Community Action Center, Child Development Center, General Services Center, Human Resources, Information Technology, Events, Marketing, Print & Technology Center, Student Government, and Transportation Solutions.

**Position Summary**
Under the supervision of the Cesar Chavez Community Action Center (CCCAC) Department Manager, the Garden Operations & Community Engagement Assistant is responsible for providing leadership and training student assistants and volunteers, and maintaining the operations of the garden which includes a variety of garden tasks including, but not limited to; bed creating and preparedness, seeding and transplanting, weeding, pruning, harvesting, greenhouse propagation, composting, and irrigation system maintenance.

Oversight of operations and volunteer coordination shall be accomplished using a community engagement approach with the San Jose State University campus community of students, faculty, and staff. This position will also assist in achieving the primary goals of the Garden, which include Integrated Learning and Civic Engagement; enriching the student experience and providing food resources to address the hunger of students; strengthen community alliances, both on and off campus.

**Essential Functions**

**STUDENT & LEADERSHIP DEVELOPMENT**
- Oversee the Community Garden Program Assistants and volunteers and serve as a leader, role model, and teacher.
- Share knowledge about gardening/farming techniques and sustainability centered in social justice with program assistants, volunteers, and campus community.
- Establish educational opportunities at the garden in collaboration with local resources and partners as determined.
• Demonstrated capacity to work effectively in a University environment, including its programs and services, requirements and procedures and the overall mission and goals of an educational institution.

• Prior community building experience for a campus or community organization is a plus.

OPERATIONS
• Organize, prepare, and supervise garden workday tasks.
• Work with Master Gardeners and local resources to identify plant, seed, and material needs.
• Develop, implement and manage the annual planting and maintenance schedule
• Ensure safe, proper and productive garden activities
• Work efficiently on a variety of garden tasks including, but not limited to create signage, decorations, props, and graphics
• Responsible for equipment organization, storage, cleaning, while maintaining a safe work environment

COMMUNITY ENGAGEMENT
• Work with the campus community in an effort to cultivate critical thinking and civic engagement in topics including, but not limited to, sustainability, and food justice.
• Serve as a CCCAC representative on the Student Hunger Committee and work with on-campus advocacy groups on campus that address student hunger, environmental issues and food justice.
• Establish and coordinate the Grow with Us program at the garden that engages the campus community
• Strengthen community alliances, both on and off campus through developing and maintaining positive neighbor relations within the vicinity of the Garden

ADMINISTRATION
• Recruit, supervise and train the Community Garden Program Assistants and assist with volunteer orientations and training sessions.
• Develop and implement monthly reports and semi-annual evaluations.
• Survey and compile data as appropriate.
• Maintain garden project files and records.
• Oversee marketing needs and recruiting strategies for the Garden and volunteers to increase awareness and involvement of SJSU students, and promote the Garden and related events.
• Participate in department staff meetings, organization-wide trainings and development activities.

Knowledge, Skills, and Abilities
• Knowledge in sustainability, environmental and food justice centered in social justice.
• Experience and knowledge in maintaining the operations of the garden which includes a variety of garden tasks including, but not limited to; production of edible foods, bed creating and preparedness, seeding and transplanting, weeding, pruning, harvesting, greenhouse propagation, composting, and irrigation system maintenance.
• Ability to lift at least 40 lbs.
• Requires excellent interpersonal, written and verbal skills.
• Requires excellent time management and planning skills.
• Requires patience, confidence, and a helpful, friendly and professional attitude when working with students, staff, vendors, partners and volunteers.
• Extensive knowledge on how to properly sustain a garden is required.
• Comfort working with people from diverse backgrounds (age, race/ethnicity, class, gender, sexuality, and ability)
- Must be proficient in Microsoft programs; including Word, Excel, PowerPoint, and Google Applications.

Work Environment, Hours and Physical Demands
- Ability to work as a team player.
- This job operates in a garden environment and routinely uses standard garden equipment.
- Must be able to properly use garden equipment; i.e. hoses, shovels, etc.
- Must be available Monday through Friday from 8:00AM -5:00PM.
- Reliable and consistent work attendance and professionalism is required.

Required or Preferred Education and Experience
- Bachelor's in degree preferred
- Experience with gardening tools and general hardware is required.
- Experience working with diverse backgrounds (age, race/ethnicity, class, gender, sexuality, and ability)

Notes to Applicants
The person holding this position is considered a mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 Revised July 21, 2017 as a condition of employment.

This position may be exposed to sensitive or personal information and is required to comply with the requirements set forth by the Integrated CSU Administrative Manual 8000 series and Associated Students Information Security Standards as a condition of employment.

A background check (including a criminal records check) must be completed satisfactorily after a conditional offer of employment. Failure to satisfactorily complete the background check may affect a conditional offer of employment.

Equal Employment Statement
Associated Students provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. A.S. provides reasonable accommodations for applicants with disabilities who self-disclose.

Applications
Applicants must submit a complete application through the Associated Students applicant tracking system, ADP. Only complete applications will be considered.

Deadline
The position will remain open until filled.

Click here to apply!