# rooted

**POSITION DESCRIPTION**

*Title:*　　　　**Gardens Network Assistant Manager**
*Reports To:*　　**Gardens Network Manager**

### About Rooted

Rooted evolved from a desire to merge the strengths of two vibrant Madison organizations—Center for Resilient Cities and Community GroundWorks—committed to enabling people to grow and thrive in healthy, equitable, and sustainable neighborhoods. We ground our work in collaborations rooted in food, land, and learning.

Ours is a firm commitment to building racial equity and inclusion and dismantling racism in our communities, in our education and food systems, in the environmental movement, and within our organization. This is a path of lifelong learning and commitment to action.

### General Statement of Duties and Responsibilities

The Gardens Network Assistant Manager works closely with the Gardens Network Manager, Deputy Director of Northside Programs, and garden leaders to support high-priority community gardens that primarily serve low- and moderate-income gardeners and farmers in Madison and Dane County.

The Gardens Network Assistant Manager ensures that community gardens have the resources, infrastructure, and organizing skills required to be inclusive, equitable, and thriving systems. Activities include organizer mentorship, community engagement, and strategic partnership development. Work will be directed towards gardens requiring leadership support and underserved communities, with a particular attention to gardeners and garden organizers that speak Hmong.

### Specific Duties and Responsibilities

- Mentor current and emerging garden leaders and help develop an inclusive and equitable community of practice among garden organizers. Particularly, recruit and mentor Hmong garden organizers and assist them in developing community outreach strategies.
- Assist with management of struggling gardens (meetings, registration, outreach, etc.).
- Collaborate with the Deputy Director of Northside Programs on maintaining and developing the Anderson Farm Project and other small-scale cooperative farm projects.
- Form and maintain connections between garden leadership and community stakeholders.
- Provide technical assistance and advice to garden organizers (such as, translation and interpretation, health and safety, sustainable gardening practices, water systems, etc).
- Secure resources for garden operations (seeds and starts, cover crop seed, raised beds).
- Identify and develop strategies to address issues in individual gardens that jeopardize stability, safety, equity and inclusion, and sustainability.
- Cooperatively plan and host events such as the annual Gardens Network Summit.
- Other tasks as assigned.

**Applicable Experience**
- Food equity work, community organizing, or grassroots community development.
- Case management, particularly working with underserved communities and populations.
- Experience working in a community garden, urban agriculture, horticulture, and/or land management setting.
- Community outreach, mentorship, and engagement, particularly with people of different abilities and ages.
- Proven record of working with humility with stakeholders from a variety of racial, cultural, and economic backgrounds.
- Experience solving community problems collaboratively and proactively.


**Skills and Abilities**
- Strong written and verbal communication.
- Fluency in Hmoob (Hmong) and English.
- Strong familiarity with Madison and Dane County communities.
- Proficient use of Microsoft Office Suite (Word, Excel, etc.), email, and other technology.
- Active listening to community members and garden stakeholders to identify challenges and collaboratively strategize solutions.
- Resourcefulness and innovation in organizing multiple projects at different scales (e.g., within a neighborhood, between neighborhoods, and across Dane County).
- Strong organizational skills and a demonstrated ability to follow through on commitments.
- Ability to travel to different community garden sites throughout Madison and to work comfortably outdoors in a variety of weather conditions.
- Commitment to promoting Rooted's food equity and land access and conservation goals.


**Additional Information/Requirements:**
- Ability to work flexible hours, including some weekday evenings and weekends.
- Must be able to regularly travel to gardens throughout the City of Madison.


***Diversity, Equity, and Inclusion Statement***
*Rooted is an equal opportunity employer. All applicants will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status. We strongly encourage applications from diverse applicants of all ages. Rooted is committed to providing employees with a work environment free of discrimination and harassment.*

*Rooted is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, we invite applicants to [voluntarily self-identify](#) their race and ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment.*

### Compensation
- Salary is commensurate with experience, starting at $15/hour, plus benefits.
- Rooted recognizes the importance of work/life balance and the benefits of flexible work/life scheduling in achieving such balance.
- Applicants must be available to work 20 hours per week, but have the potential to work additional hours if needed and available not to exceed 40 hours per week.

### Position Classification & Probationary Period
This position is FLSA Non-Exempt; Half Time: half time with potential to increase to full time equivalent. This position has a six (6) months probationary period.

### How to Apply
Please send a cover letter and resume to Nicholas Leete, Gardens Network Manager, at
Nicholas@rootedwi.org or mail to:
Nicholas Leete ℅ Rooted WI Inc
2702 International Lane
Suite 200
Madison, WI 53704

*For priority consideration, please send us your cover letter and resume by **April 1, 2021.** Thank you!*