

BACKGROUND

Forterra fills a unique and important niche as the largest conservation and community building organization dedicated solely to this region. As a national leader, Forterra is shaping a future that will flourish environmentally and economically. We partner with thousands of leaders and residents across the region to create healthy, livable and prosperous communities. For over 20 years, Forterra has led efforts to conserve more than 172,000 acres of forests, farms, shorelines, parks and natural areas and restore critical landscapes.

Forterra is an Equal Opportunity Employer. Forterra actively seeks candidates from a variety of backgrounds, who are committed to the mission and vision of the organization.

OPEN POSITION: Community Garden Project Associate

REPORTS TO: Community Garden Manager

LOCATION: Tacoma, Washington

SALARY: Start at \$14 per hour, Full-time

Please note, this position is fully funded for 20 months. The position will continue contingent on the success of the program and future funding.

BENEFITS: Eligible, Class IV

SUMMARY OF POSITION: The Community Garden Project Associate will support the implementation of the Cascade and Olympic Agendas by helping to expand the Community Garden Program in Tacoma and Pierce County. Specifically this position will coordinate efforts to increase the amount of fresh fruits and vegetables from gardens to food banks and other methods of 'Sharing the Harvest'. This position will support community members in their efforts to grow and donate food and develop systems to sustain that support.

TO APPLY: Email: jobs@forterra.org

Subject Line: "Community Garden PA"

Or send cover letter and resume to:

FORTERRA
615 Second Ave, Suite 600
Seattle, WA 98104
Fax: (206) 577-9956
ATTN: HR Specialist

APPLICATION DEADLINE: 12/2/2011

APPLICATION PROCESS

Carefully review the attached job description and qualifications for this position. Typically, we only consider candidates who meet or exceed the qualifications outlined. Email submissions are preferable; however we do accept resumes via post and fax. When emailing resumes, please save your document as a PDF, Microsoft Word document or in text format.

FORTERRA's Human Resources department thoughtfully reviews every resume submitted. Unfortunately due to the high volume of resumes we receive, we only contact applicants who we plan to interview. If we contact you for an interview, please be prepared to provide us with your full employment history and to undergo a thorough background and professional reference check. If we do not contact you, you were not considered for the position. You will know a position has been filled when we update the "Career Opportunities" page on our website: www.forterra.org.

SUMMARY OF BENEFITS

PAID TIME OFF (PTO)

- Employees accrue 160 hours of PTO annually. Employees who have worked for Forterra for more than 5 years accrue PTO at a higher rate.
- 10 paid holidays – New Year's, MLK, President's, Memorial, Independence, Labor, Thanksgiving Eve/Day, Christmas and Christmas Eve or Boxing Day.
- Employees working a full calendar year must use at least 80 PTO hours annually. Employees working more than six months in a calendar year must use at least 40 PTO hours annually.

MEDICAL

- Group Health PPO (in-network) and First Choice Health Network (out-of-network).
- In/Out-of-Network office visit co-pay – \$25. Calendar year employee deductible at \$500; family at \$1,500.
- Employee portion of the medical/dental premium is deducted pretax. Contribution is based on class level:
 - Class I: Executive Management - \$100,
 - Class II: VP and Directors - \$75,
 - Class III: Program Managers & Other Staff – \$50
 - Class IV: Hourly Employees – \$25
- Family/dependent coverage is available at employee expense.
- Health Reimbursement Arrangement.

DENTAL

- Washington Dental Service – Delta Dental PPO;
- Preventative care paid in full; no deductible;
- Basic care at 80% coverage; major care at 50% coverage, annual maximum \$2,000.

VISION

- Eye exams covered once every 12 months – must be a GHC provider.
- Hardware benefits of \$100 in any 24 consecutive month period.

LIFE INSURANCE and AD&D

- \$35,000 Life and \$35,000 Accidental Death & Dismemberment insurance.
- FORTERRA pays full premium.

SHORT TERM DISABILITY

- Benefit pays 60% of pre-disability salary, subject to policy cap.
- 14 day elimination period, 11 week maximum coverage.
- Forterra pays full premium.

LONG TERM DISABILITY

- Benefit pays 60% of pre-disability salary, \$4,000 monthly policy cap.
- 90 day elimination period, 24 month maximum coverage.
- Forterra pays full premium.

MISC BENEFITS

- Subsidized transportation pass offered – ORCA Passport with Home Free Guarantee.
- Employee Assistance Program (EAP)
- 401K eligibility after 6 months of employment
- COBRA Benefits – 60 day post termination election period.
- Flexible Spending Account

Benefits are effective the first full month of employment. Information contained herein is intended as only a brief summary of the benefits offered at Forterra and is not all-inclusive. Actual benefits are subject to certain contracts and restrictions and may change without notice. Detailed features and limitations are available in the Administration Office.

POSITION:	PROJECT ASSOCIATE – COMMUNITY GARDENS
REPORTS TO:	Project Manager – Community Garden Program
DEPARTMENT:	Stewardship
LOCATION:	Tacoma, WA
POSITION TYPE:	Full-time, Hourly
SALARY RANGE:	Start at \$14 per hour
BENEFITS:	Eligible, Class IV

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SPECIFIC DUTIES

Sharing the Harvest Program Development - 75%

With support from the Paul G. Allen Family Foundation, we will substantially increase the amount of fresh food directed to the emergency food system by building a network of community gardeners that collaborate to feed struggling members of the community. A parallel goal is institutionalizing this network and the support of it into the Community Gardening Program by creating processes and

relationships that can be efficiently maintained after the project ends. Because widespread community gardening is new in Tacoma and Pierce County, there is an opportunity to institutionalize food bank gardening into the community gardens so that it is established as an integral part of the way the region participates in community gardening. This network of gardeners could ultimately be mobilized to engage in other work related to the growing food justice movement in the region. However, we also recognize that limited access to fresh foods reaches an even greater portion of the population than those that visit food banks. To reach this expanded population we will work with the community to develop innovative systems of sharing the harvest outside the emergency food system. Specifically this position will:

- Conduct trainings with leaders in food bank donation projects;
- Create and implement procedures in collaboration with emergency food system partners to efficiently receive and account for donations;
- Teach classes in skills necessary for sharing the harvest (planting efficiently, preserving the harvest);
- Plan and execute events to support and encourage the sharing of ideas around alternative methods to sharing the harvest;
- Develop and conduct workshops to train garden leaders in food bank donation and support their efforts;
- Collaborate with existing Pierce County Gleaning Project to avoid overlap and provide support;
- Evaluate Sharing the Harvest Program and provide suggestions for improvement.

Community Garden Program Support - 25%

The Community Garden Project Associate will provide support to the Community Garden Program by assisting with general program tasks of capacity building to support community gardening, education, and event planning, as needed. Specifically:

- Logistical and organizational support of the Garden Leadership Network;
- Development of a Garden Leadership Toolkit;
- Research/training into communication tools/resources developed to support peer to peer sharing;
- Assist with planning of Community-wide events to celebrate, build community, and share experiences and learning;
- Support Community Garden program outreach efforts through various social media techniques
- Other activities as required.

REQUIRED QUALIFICATIONS:

- Bachelor's degree or equivalent in Agriculture, Natural Sciences, Environmental Studies or Political or Social sciences; experience may substitute for education;
- Minimum of 1 year community organizing experience;
- Experience with conflict resolution and empowerment education;
- Comfort and ability working with a diversity of community members;
- Exceptional organizational skills and ability to multi-task;
- Ability to work independently;
- Exceptional attention to detail and follow through;
- Expertise in Microsoft Office programs, including Word, Excel, Outlook, and Adobe Acrobat;

- Excellent verbal and written communication skills including successful proposal and report writing experience;
- Ability to organize and manage diverse activities and set priorities;
- Flexible and able to work well under pressure;
- Ability to develop a positive working relationship with a variety of people including community members, landowners, elected officials, staff and volunteers;
- Has successful experience working independently and in groups in both office and field settings;
- Demonstrated resourcefulness and strong problem-solving skills;
- Must be able to work some non-standard hours, including evenings and weekends (with comp time);
- Valid, insurable driver's license/record;
- Experience with gardening in a community garden preferred;
- Experience with the Emergency Food System preferred;
- Experience with social media technologies preferred.