

~ *Job Announcement* ~

# Garden Manager

## Occidental Arts and Ecology Center

For January 2017 Hire  
*Interim Part-Time Position (one year only)*

OAEC is seeking an *interim* Garden Manager for our forty-year-old 1.5 acres of highly diverse hand-tilled organic garden. This is a one-year position in that the OAEC garden program is in transition and terms may change.

OAEC is a non-profit educational and advocacy institute working in the areas of ecology, watershed restoration, horticulture, arts, and social justice activism. OAEC is located on an 80-acre retreat facility and intentional community, 65 miles north of San Francisco in western Sonoma County, California.

### **Job Summary**

The Garden Manager manages and implements all aspects of our food production and educational garden which grows food primarily for OAEC's programs and rentals and has a close relationship with our Kitchen Manager, staff and community. The position is 32 hours, four days/week, starting as early as mid-January 2017.

### **Primary Responsibilities of the Job**

1. Managing and coordinating all aspects of work in the garden, excluding perennial borders and seed saving work
2. Managing and coordinating garden food production throughout the year
3. Coordinating and supervising Garden Interns for 25 hours/week
4. Working as a liaison between the Garden and the Kitchen and Community
5. Managing small Nursery and Greenhouse for garden production needs
6. Managing the annual Garden Budget
7. Participating in garden education for OAEC programs and rentals when appropriate
8. Assisting and working at annual Plant Sale events

9. Participating in OAEC staff meetings and serving on appropriate committees

### **Required Qualifications for the Job**

**(Please do not apply if you do not meet the following requirements)**

- At least three years of experience as a *manager* of food production of a wide diversity of food, flower and herb crops on a large garden or farm
- Commitment to organic sustainable farming and gardening philosophies with comprehensive knowledge of biointensive gardening methods
- Familiarity with adhering to CCOF rules and regulations
- Experience in managing and educating Interns and coordinating volunteers
- Experience and ability in teaching diverse audiences at varying skill levels
- Excellent communication and interpersonal skills
- Passion for plants, gardening and growing food and commitment to healthy eating
- Confidence to be self-motivated and self-managing and have the ability to work both independently and collectively
- Ability to lift 50+ pounds
- Good CA DMV record
- Excellent record-keeping skills and computer literacy, proficient in Word, Excel, and Google Docs
- Have enthusiasm for OAEC's mission and work to create just and sustainable communities

OAEC is committed to equal employment opportunities. We do not discriminate based on an individual's race, sex, religion, color, national origin, ancestry, disability, medical condition, marital status, veteran status, sexual orientation, gender identity, age, or on any other basis prohibited by law.

### **Compensation**

This is an interim, one year, non-residential position, working 32 hours/week. Salary is \$31,600 per year. OAEC offers a generous vacation plan (including holidays), but does not offer paid health insurance. Staff can participate in OAEC courses free of charge, use the OAEC facilities (pond, hot tub, sauna, etc.), harvest produce from our gardens, and eat meals at OAEC when working.

### **To Apply**

Please refer to [www.oaec.org](http://www.oaec.org) for background on OAEC and our programs. We are accepting applications until **5:00 pm, Friday, January 6, 2017**. Early application is encouraged. Approximate start date for the job is as early as mid-January, and no later than mid- February 2017.

Qualified applicants should email a cover letter, resume, and list of current references to OAEC's Garden Program Director Doug Gosling at [doug@oaec.org](mailto:doug@oaec.org) with the subject: "Garden Manager Position."

Resumes without cover letters will not be considered. Please do not contact OAEC directly with questions or inquiries, but refer to this Job Announcement and to the OAEC web site for information ([www.oaec.org](http://www.oaec.org)). Thank you.