

Position: SCLT Events Coordinator

(This is a revised position description that is being re-advertised.)

Reports to: Development Director

Status: Full-time, Exempt

Organization Description: Southside Community Land Trust builds a fair and accessible local food system in Rhode Island by offering access to land, training, resources and support to community and backyard gardeners, beginning farmers and young people.

SCLT was founded in 1981 when residents of South Providence and newly arrived Hmong refugees worked together to grow culturally familiar, nutritious food in the area's first community garden. Somerset Garden not only improved residents' diets and economic self-reliance, it stabilized a neighborhood weakened by arson, neglect and crime. Today, the most significant obstacle to accomplishing our work is the racial injustice that denies Black, Latinx, Asian, Indigenous and all people of color equal access to fresh, healthy and affordable food.

SCLT leases land to 25 farmers who supply fresh fruits and vegetables to 13 farmers markets, roughly 100 food businesses and restaurants and six CSAs. We support a network of 60 community gardens and farms, feeding over 15,000 people every year. We operate three production farms in Providence and Pawtucket where we practice, demonstrate and train others in bio-intensive, small-scale agricultural production. We helped found three farmers markets as well as three growers' collaboratives that enable individual farmers to bring their produce to market.

Position Description: The Events Coordinator will produce existing annual events and occasional one-time events under the direction of the Development Director. It is expected that this position will be the lead staff person on multiple annual events after the first year of employment.

Job Duties:

- Assist with creation of an events strategy that brings together members of the SCLT community in new ways by conscientiously engaging and welcoming our South Providence, Pawtucket and Central Falls BIPOC community. Work with Development Director, program staff and volunteers to host and promote community events in the gardens, tours at garden or farm sites, events that cultivate community engagement, partnerships and fundraising.
- Produce and promote the SCLT Rare and Unusual Plant Sale each May. Provide staff and coordination to the Plant Sale Committee. Coordinate with City Farm Plant production staff and communications team. Coordinate with SCLT annual membership appeal efforts as needed. Manage all staff, volunteers and tasks to ensure completion including: production and distribution of posters, volunteer recruitment, scheduling and training, collection of donated plants, inventory and check out process, coordination of all logistics and equipment procurement and organization at the site, communications and promotions, coordination of site set up and break-down.
- Produce and promote the annual fall Harvesting Hope event including: site selection, food and beverages, auction (as needed), promotion, advisory or volunteer committees, entertainment, equipment and supplies. Develop messages with the communications team. Recruit and manage volunteers. Coordination with the Development Director for recognition and fulfillment of sponsors/sponsorships.

- Produce and promote quarterly donor cultivation events, occasional garden or farm ribbon cutting events, occasional tours or press conferences at gardens or farms including securing locations, food and beverages, invitations, speakers, etc.
- Assist with promotion of events, workshops and campaigns.
- Assist with production and distribution of end-of-year gift for donors and volunteers.

Desired Experience, Education, Knowledge, and Skills

- Interest, knowledge or experience in local food, gardening or urban agriculture.
- Experience with event planning and management, community organizing, vendor coordination or related activities.
- Exceptional organizational skills required.
- Experience with problem solving, customer service or constituent relations.
- Proficiency in Excel, Word, Gmail (Adobe Indesign and Photoshop are a plus).
- High School Diploma, GED or relevant work experience.
- Providence, Pawtucket or Central Falls area resident.
- Valid driver's license and clean driving record.
- Demonstrated experience with, and commitment to, work that advances race equity and social justice.
- Skills in any of the following languages including: Spanish, Swahili, Kinyarwanda/Kirundi, Portuguese, Cape Verdean Creole, Hmong, French, Kunama, Burmese Haitian Creole, Khmer, and Lao. Or any language spoken by under-resourced communities in South Providence, Pawtucket and Central Falls.

SCLT welcomes your application even if you do not possess all of the attributes listed above. The organization values both life and on-the-job experience and we consider these in all hiring decisions.

While performing the duties of this job, the employee must have the physical ability to occasionally move/lift heavy objects (20 lbs). Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Schedule is full time 40 hours a week, generally Monday through Friday 9 am - 5 pm with occasional evening and weekend work required for committee meetings and all events.

Annual Compensation for this position will be \$42,000 - \$50,000 and set based on prior relevant experience. This compensation level assumes a 40 hour/week position. In addition to paid holidays that occur during your regular work schedule, the position receives 23 days of paid time off. This position qualifies for the SCLT health and dental insurance plans.

SCLT is an equal opportunity employer. We are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion, sex, pregnancy (including childbirth, lactation, and related medical conditions), national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, military and veteran status, and any other characteristic protected by applicable law. We are committed to building a team that includes leadership from the communities that we serve and that represents a variety of backgrounds, perspectives, and skills. Bilingual applicants are strongly encouraged – see above list of desired languages.

Interested candidates should submit a resume and cover letter/letter of interest to Shana Santow, Development Director via jobs@southsideclt.org. Please indicate SCLT Events Coordinator in the subject line of the email. Application deadline is Friday, June 17. Projected start date is Monday, July 25, 2022.