



# PHILADELPHIA ORCHARD PROJECT

## POP Orchard Assistant

The Philadelphia Orchard Project is a nonprofit that plants and supports community orchards in the city of Philadelphia. In partnership with communities, POP envisions urban ecosystems that create green spaces, connect neighbors, provide hands-on learning experiences, and grow fresh fruit for generations to come. Our core values are education/learning, justice, permanence, regeneration, and beauty, and we are deeply committed to working in partnership and learning from the communities that we serve.

The Orchard Assistant is a new position that will report directly to the Co-Executive Directors and work with other staff and board members. This salaried position will average **20 hours/week, seasonal from Feb 1 to Nov 30**. The Orchard Assistant will be involved in the following POP activities:

### ORCHARD SUPPORT

- Assist with planting, training and support of community orchard partners as needed.
- Serve as staff support for POP community orchard sites with monthly work days including: POP Leaning Orchard @ The Woodlands, Fair Amount Food Forest @ Woodford, Bartram's Garden, FNC Poplar, Norris Square, Overbrook School for the Blind
- Assist in support of other POP orchards as needed
- Engage and support Lead Orchard Volunteers where possible.

### OTHER ROLES

- Assist with expansion and maintenance of POP's nursery as needed
- Assist with harvest and distribution of fruit and vegetables from the POP Learning Orchard
- Assist with POPHarvest gleaning program as needed
- Research and draft quarterly blog posts on ecological orchard care and other related topics
- Assist with other POP projects and efforts as needed

### KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to lift 40 lbs and work outdoors in a variety of weather conditions
- Ability to work a non-standard/ flexible schedule including some evenings and weekends
- Both self-motivated and able to take direction;



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- Ability to communicate effectively both orally and in writing;
- Ability to connect and communicate with people of all backgrounds in a variety of neighborhoods and communities;
- Knowledge of the city of Philadelphia and its neighborhoods preferred

### QUALIFICATIONS

- At least 18 years of age
- Resident of Philadelphia preferred
- High School diploma or equivalent
- Ability to travel throughout the city (bike, walk, SEPTA, car, etc.)
- 1-2 years experience in urban farming, gardening, or landscaping
- background check required after a conditional job offer is made

### SALARY & BENEFITS

- This position is salaried and paid monthly, with a range of \$12-15/hr depending on experience (equivalent to ~\$10,000-\$12,000 annually). Some evenings and weekends may be required.
- Paid Time Off starts at 10 days/year and paid holidays range from 13-17 days per year.
- Up to one half-day per month of paid Volunteer Time Off.
- Transportation/mileage reimbursement.
- Following an introductory period, eligible for 3% matching retirement contributions.

We are committed to building a team that reflects the diversity of Philadelphia. We encourage applications from individuals who identify with one or more of the following groups: people of color; individuals with disabilities; LGBTQ+; first-generation college students; those from families that have qualified for federal financial assistance; other historically underrepresented or marginalized groups. POP does not discriminate based on ethnicity, race, gender, sexual orientation, or any other protected class, and encourages all qualified individuals to apply.

To apply: Please send a letter of interest and resume to Co-Executive Director Phil Forsyth ([phil@phillyorchards.org](mailto:phil@phillyorchards.org)). We will request three references by early January from those selected for an interview. The anticipated start date for this position is February 1, 2020.

Please, no phone calls or mailed applications. **Deadline for application is Sunday, January 3rd 2021.** Applications submitted after this date will not be considered.