



PHILADELPHIA ORCHARD PROJECT

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 Community Outreach Coordinator is a new part-time position that will report directly to the Co-Executive Director and work closely with the Education Director and other staff and board. This salaried part-time position will average 25 hours/week to start, with room for growth in the role. The Community Outreach Coordinator will be involved in the following POP activities:

COMMUNITY OUTREACH

- Deepen relationships with existing partners and community organizations to strengthen support and collaboration
- Coordinate in person and online marketing outreach within Philadelphia's neighborhoods to recruit Lead Orchard Volunteers, community ambassadors, and to increase awareness of POP's events and services
- Seek out and attend community workshops and events to represent POP, distribute outreach materials, and network with community members and organizations
- Assist with organizational communications (such as tabling at resource fairs or community festivals, creating flyers, and preparing emails or social media posts)

EDUCATION PROGRAM

- Research and draft quarterly blog posts on ecological orchard care, community partners, and other related topics
- Assist with educational programs and tours as needed (for instance, set up and staffing of POPHarvestEd workshops; co-leading youth tours of the Learning Orchard)

ORCHARD SUPPORT

- Assist in support of POP orchard sites as needed (training in orchard care is provided)

MINIMUM QUALIFICATIONS

- High School diploma or equivalent
- Ability to travel throughout the city (bike, walk, SEPTA, car, etc.)
- Ability to work a non-standard/ flexible schedule including some evenings and weekends
- 1-2 years experience in community outreach or work in socially and economically diverse communities
- Interest in gardening, urban farming, or horticulture
- Interest in both teaching and learning
- Knowledge of the city of Philadelphia and its neighborhoods
- Background check required after a conditional job offer is made

PREFERRED QUALIFICATIONS

- Knowledge of Microsoft Office programs and Google Suite
- Ability to lift 40 lbs and work outdoors in a variety of weather conditions
- Ability to work independently and collaboratively in an office or remote work setting
- Ability to connect and communicate with people of all backgrounds in a variety of neighborhoods and communities
- Ability to communicate effectively both orally and in writing in English and Spanish preferred
- Strong interpersonal skills
- 1-2 years experience in gardening, urban farming, or landscaping preferred

SALARY & BENEFITS

- This part time position is salaried and paid bi-monthly, with a range of \$20-22/hr depending on experience (equivalent to \$26,000-28,600 annually). The schedule is flexible but some evenings and weekends will be required.
- Due to the current pandemic all employees are currently working remotely but being physically present in the office 1-2 days a week may be a requirement in the future.
- 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.
- Monthly transportation/mileage and cell phone reimbursement.
- Professional development support.
- Following a 3-month introductory period, eligible for monthly wellness benefits and up to 3% matching retirement contributions.
- After 12 months of service, eligible for 12 weeks family/medical leave (6 weeks paid and 6 weeks unpaid).

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.

Application Overview: Please email a brief cover letter and resume to Co-Executive Director Kim Jordan (kim@phillyorchards.org) using the subject line "Your Last Name: Community Outreach Coordinator". The last date to apply is **10/17/22**. An approximate timeline is: first round of 30-minute phone interviews to take place between **10/31/22-11/11/22**; second round of one-hour video interviews will take place between **11/21/22-12/9/22**. Three references will be requested from those selected for a second-round interview. We aim to offer the position by **12/23/22 for an anticipated start date of January 16, 2023**. Please, no phone calls or mailed applications.