



# PHILADELPHIA ORCHARD PROJECT

## POP Orchard Assistant: 2023 Job Description

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 position reports directly to the Co-Executive Director and works with other staff and board members. This is a part-time (20 hrs/week), salaried position starting January 16, 2023. 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 supporting staff for existing orchard sites including the POP Learning Orchard at The Woodlands; other sites TBD according to staff location and organizational needs
- Serve as supporting staff for new applicant orchard sites
- 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 produce from the POP Learning Orchard
- Assist with POPHarvest gleanings program as needed
- Research and draft quarterly blog posts on orchard care and other related topics
- Assist with other POP projects and efforts as needed
- Participate in regular POP team meetings

### **Qualifications:**

- at least 18 years of age and a resident of Philadelphia;
- at least 1 year of experience in gardening, urban farming, or landscaping;
- reliable and timely attendance of designated events and work days;
- flexible schedule including weekday, weekend, and occasional evening availability;
- access and regular use of email, google docs, and google calendar
- both self-motivated and able to take direction;
- committed to learning about ecological orchard care and food justice in Philadelphia;
- Ability to lift 40 pounds and enthusiastic about hands-on work in all weather conditions;
- interest in and comfort with working in various Philadelphia neighborhoods;
- ability to travel throughout the city (bike, walk, SEPTA, car, etc.);

- Background check required after a conditional job offer is made

**Salary and Benefits:**

- This position is salaried and paid twice monthly at a rate of \$16-\$18/hr
- Paid Time Off starts at 10 days/year in addition to paid holidays;
- Up to one half-day per month of paid Volunteer Time Off;
- Transportation/mileage 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, and encourages all qualified individuals to apply.

**Application Overview:** Please email a brief cover letter and resume to Co-Executive Director Phil Forsyth (phil@phillyorchards.org) using the subject line "*Your Last Name*: Orchard Assistant". 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.