



# PHILADELPHIA ORCHARD PROJECT

## POP Orchard Assistant: 2024 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.

**FLSA Status:** Non-exempt

**Effective Date:** 09-16-2024

**Hiring Manager Job Title:** Co-Executive Director

**Job Function:** Orchard/program support

**Employment Status:** Full-time Regular (30 hours per week)

**Primary Location:** Philadelphia, PA (hybrid)

The Orchard Assistant position reports directly to the Co-Executive Director and works with the Education Director and other staff and board members. This is a full time (30 hrs/week), salaried non-exempt position starting mid-September 2024. 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
- Transport tools and equipment to events using POP van and/or personal vehicle
- 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 gleaning program as needed
- Assist with other POP projects and efforts as needed

### EDUCATION PROGRAM

- Assist POP Education Director in developing and delivering youth education programs, including tours and activities at partner orchards
- Assist with open hours and tours of POP Learning Orchard at scheduled events
- Post program highlights to POP instagram an average of once/month
- Research and draft quarterly blog posts on orchard care and other related topics

**Qualifications:**

- at least 18 years of age and a resident of Philadelphia;
- at least 1 year of experience in gardening, urban farming, or landscaping;
- at least 1 year of experience in youth education;
- reliable and timely attendance of designated events and work days;
- flexible schedule including weekday, weekend, and occasional evening availability;
- driver's license and ability to drive work van;
- 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 and motor vehicle report required after conditional job offer is made\*
- Spanish fluency helpful but not required

### **Salary**

POP calculates the salary for this position based primarily on responsibility the position holds. Base pay for this position is \$37,725. There is also the potential for supplemental salary for those who have prior land stewardship experience (up to \$1800), as well as those who are primary caregivers for others (up to \$7200) in additional salary. This is part of our commitment to equitable compensation. Please note we do not negotiate salary as it benefits those who are more skilled at negotiation, and can lead to inequity and pay gaps. Your salary will be preliminarily set upon job offer, and will be finalized three months into the role.

### **Benefits:**

- Paid Time Off starts at 10 days/year in addition to paid holidays, typically between 13-17 holidays per year;
- Paid sick time (6.5 days per year);
- Up to one half-day per month of paid Volunteer Time Off;
- Transportation/mileage reimbursement;
- Professional development support;
- \$50/month cell phone stipend;
- Following a 3-month introductory period, eligible for \$350 monthly wellness stipend, and 3% employer-provided 401k 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 **7/15/24**. An approximate timeline is: first round of 30-minute phone interviews to take place between **7/22/24-8/1/24**; three references will be requested from those selected for an interview. A second round of one-hour video interviews will take place between **8/19/24 and 8/23/24**. We aim to offer the position by **8/30/24 for an anticipated start date of September 16, 2024**. Please, no phone calls or mailed applications.

\*Due to grant requirements, the person hired for this role will be asked to provide or complete certain clearances (state child abuse, state criminal history check, and FBI criminal background check). All drivers of POP’s work van are also required to complete a Motor Vehicle Report conducted by our insurance carrier.