

Haverford House Fellowship

REPORTS TO: Director of Garden Programs

POSITION SUMMARY:

The Pennsylvania Horticultural Society (PHS) works to connect people with horticulture and together create beautiful, healthy and sustainable communities. We help steward a robust and growing network of community and school gardens with support, education, materials, resources and technical assistance. The Haverford House Fellow will work alongside the PHS Gardens team and our partner, The Neighborhood Gardens Trust (NGT) to support the Community Garden Network through things such as handling the garden intake process, organizing quarterly newsletters and semi-annual gardener gatherings.

The Haverford House Fellow will also be responsible for functioning as a liaison between community garden and the PHS Community Gardens team. The position will be in frequent communication with growers and gardeners, conduct site visits, respond to inquiries, and help manage the Community Garden Tool and Resource Library.

ESSENTIAL FUNCTIONS:

- Community Garden Network
 - Maintain open communication lines with community gardeners via phone calls, emails, forums, site visits, etc.
 - Manage the intake and classification process for new gardens and gardens seeking support;
 - Support key PHS staff with capacity building initiatives for community gardeners in Philadelphia, especially at-risk gardens with insecure land tenure or leadership transition;
 - Collect field data and stories as they pertain to community gardening and best practices around urban agriculture as a tool for community engagement;
 - Input and update data and otherwise learn how to interface with PHS' database, Greenforce;
 - Assist with the preparation and delivery of workshops, specifically those pertaining to leadership development and community organizing;
 - In collaboration with other staff and community gardens, create a quarterly newsletter to be circulated amongst gardens participating in the network;
 - Assist in the organizing of gardener gatherings (social events meant to connect growers and gardeners in and around Philadelphia).
- Community Garden Tool and Resource Library
 - Manage inventory and distribution of materials at the library;
 - Support gardens with reservations and tool pick-up and returns.
- Other
 - Participate in external meetings including Soil Generation, FPAC Urban Agriculture Sub Committee, and others;
 - Assist with material distribution;
 - Support volunteer management at workdays;
 - Perform other work-related duties as assigned.

SUPPORTIVE FUNCTION AND RESPONSIBILITY

- Promote sustainability to individuals, other agencies and communities;



- Participate in PHS events throughout the year

including the Philadelphia Flower Show;

- Promote the work of PHS Programs locally, regionally, and nationally;
- Communicate and implement the organization's strategies, policies, and procedures to staff;
- Comply with the organization's policies and procedures;
- Promote and applies teamwork skills;
- Attend appropriate meetings and training sessions;
- Use sustainable practices whenever possible.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

- Experience in facilitation, community organizing and training skills with diverse groups across race, culture, language, class and urban/rural divides;
- Excellent interpersonal communication skills across constituencies, including and not limited to team members, program participants, and community residents;
- Knowledge or familiarity of sustainable farming techniques and urban agriculture;
- Outstanding organization skills, attention to detail and ability to handle multiple priorities in a timely and reliable manner;
- Spanish language a plus;
- Familiarity with the Philadelphia region a plus;
- Valid driver's license and a clean, safe driving record;
- Flexibility and good sense of humor;
- **Must be committed to the mission of the Pennsylvania Horticultural Society.**

ABOUT THE PENNSYLVANIA HORTICULTURAL SOCIETY (PHS)

The Pennsylvania Horticultural Society is a not-for-profit organization, founded in 1827, whose programs connect people to horticulture and collaboratively creates beautiful, healthy and sustainable communities. PHS's best known activities include the Philadelphia Flower Show, street tree planting and maintenance, community gardening, public beautification, and the PHS Pop Up Gardens. PHS is supported by individual members and supporters, foundations, partners and government grants. PHS programs bring together people from diverse backgrounds to engage in horticultural projects that advance social equity, environmental sustainability, and urban livability.

ABOUT THE NEIGHBORHOOD GARDENS TRUST (NGT)

The mission of the Neighborhood Gardens Trust (NGT) is to acquire and preserve community gardens and shared open spaces to improve quality of life in Philadelphia's neighborhoods. NGT is the largest land trust in Philadelphia and its key priorities are protecting and supporting community-managed open spaces, which provide a host of social, economic, environmental and health benefits to the city and its residents. NGT's work is grounded in the belief that an equitable and sustainable city is one in which all neighborhoods have vibrant productive growing spaces for residents to cultivate food, flowers, and community.

Contact Information:

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