**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 at-risk gardens with insecure land tenure to become ready for preservation through NGT, as well as create an intake system for new and existing gardeners.

The Haverford House Fellow will be responsible for supporting PHS and NGT staff with building the capacity amongst community gardeners with insecure land tenure. Capacity building may be accomplished through workshops offered at PHS’ offices, on site at gardens or through site visits. The Fellow will also play a critical role assisting with the intake process for new gardeners and existing gardeners in our network with information requests. The intake process is crucial in determining the needs of the Philadelphia gardening community and establishing a proper pipeline to address needs.

**ESSENTIAL FUNCTIONS:**
- **PHS – NGT Pilot Project for At-Risk Gardens**
  - Support key PHS staff with capacity building initiatives for community gardeners in Philadelphia, especially at-risk gardens with insecure land tenure;
  - Collect field data and stories as they pertain to community gardening and best practices around urban agriculture as a tool for community engagement;
  - Assist with the preparation and delivery of workshops for at-risk and new gardeners through Garden Tenders or related programming;
  - Carry out evaluations, surveys and participant focus groups;
  - Document outcomes and impacts associated with programming;
- **Gardener In-Take Process**
  - Assess current intake process for new and experienced gardeners seeking resources or support;
  - Compile and build on existing resources for gardeners, online and offline;
  - Manage data tracking systems;
- **Other**
  - Assist with material distribution;
  - 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;
- Remain current with organization information and changes;
- 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;
• Notify appropriate individuals promptly of problems or unusual matters of significance;
• Execute emergency procedures in accordance with organizational standards;
• Comply with safety regulations and procedures;
• 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:
Justin Trezza
Director of Garden Programs
jtrezza@pennhort.org
215-988-8866