Position Announcement  Community Regenerative Agriculture Garden Project Manager

Compensation: Salary Range of $60,000 with benefits  FLSA Status: Full-Time 40 hours/Week Exempt
Reports To: The Rosewood Initiative Executive Director & p:ear Works Director  Position: Limited Duration, not to exceed 5 years except for grant extension or additional funding
Benefits: Health Insurance, Paid Time Off, Paid Sick Leave, Flexible Schedule

As a community anchor, we will foster community building and be a resource hub for East Portlanders most impacted by systemic exclusion. We strive to improve access to support systems that foster economic stability and upward mobility, health and wellness, and community resilience across East Portland neighborhoods.

The Rosewood Initiative Values

Hope – We believe that together we can make positive change, in ourselves and in the community.
Equity – We respect the dignity of every person in our community; everyone belongs, and everyone has something to offer.
Transformation – We open up opportunities and offer support for people to make change for themselves and the community.
Connection – We believe that people learn, grow and change through relationships over time.
Commitment – We don’t give up on people or on our community.

p:ear builds positive relationships with homeless youth through education, art, recreation and job training to affirm personal worth and create more meaningful and positive lives. We’re a community working together to make space for self discovery and growth.

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Project Manager

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**Summary**

The Rosewood Initiative, in partnership with p:ear, are seeking a project manager to lead the Community Regenerative Agriculture project on our site for the development of a Community Regenerative Garden, benefitting the communities of East Portland. This position is funded by the Portland Clean Energy Community Benefits Fund (PCEF) program which works to advance climate, economic, racial, and social justice.

This position will lead and manage the nearly half acre of greenspace using regenerative agriculture and green infrastructure practices to turn our undeveloped land to a Community Regenerative Agriculture Garden that will support neighborhood food security and job training programs in alignment with The Rosewood Initiative and p:ear's missions. The success of the Project Manager will position our organizations to increase neighborhood accessibility and availability to healthy culturally specific foods, strengthen community resiliency, reduce environmental hazards, reduce food miles, and increase access to educational and job training opportunities to create a more sustainable community ecosystem.

Green infrastructure and particularly urban regenerative agriculture sectors have had less access to funding opportunities and have relied more heavily on informal networks. This position will support the specific needs of these historically neglected practices.

**Essential Duties**

1. Works closely with The Rosewood Initiative Executive Director and p:ear Works Director to design, manage and execute a 5-year project management plan for the East Portland Community Regenerative Agriculture Garden project to develop a garden with the final two years for site activation and program planning focus.

2. Organize and manage this high stakes project, through detailed planning, and stakeholder coordination to ensure grant compliance and maintenance of records.

3. Design, develop and manage budgets and contracts related to the technical aspects and execution of field activities. Following proper internal operations practices.

4. Effectively manage technicians, field partners, and contractors for the execution of projects in the field.

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**Job Duties**

- Apply relevant code, regulation, permitting requirements, administrative rules, and policies, and exercise independent judgment, problem-solve, and take initiative within established procedures and guidelines to support program success.

- Project management components must include coordination and oversight of land management, rain water harvesting system, black top depaving, tree planting, invasive species mitigation supplanted with native plants and the creation of at least one bioswale.

- Consider tree planting, monitoring trees, and checking on survival rates. Check for leaves, basal area, and canopy cover. Consider invasive species removal instead of mitigation. Consider starting a nursery of native plants to avoid buying seeds and move forward faster with the project. Consider creating a compost system. Consider organic fertilizers.

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- Maintain effective working relationships and communicate the needs of the program and its grantees with internal and external stakeholders and others encountered in the course of work.
- Research and stay up to date on key industry frameworks applicable to the valuation and reporting of project impacts.
- Works collaboratively in a team environment with a spirit of cooperation.
- Displays excellent communication skills including presentation and active listening skills required in working with community members and coworkers and including the ability to communicate effectively and remain calm and courteous under pressure.
- Works effectively and respectfully with socio-economically, racially, culturally, and linguistically diverse communities and individuals.
- Models respectful, inclusive, responsible behavior that is consistent with Rosewood’s mission and multicultural organization.
- Maintains punctual, regular, and predictable attendance.
- Works collaboratively in a team environment with a spirit of cooperation.
- Respectfully takes direction from the Executive Director and p:ear Works Director.
- Other duties as assigned.

Supervisory Responsibilities
This position has no supervisory responsibilities.

Qualifications
Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employees or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Proven experience as project manager or relevant management position
- Tech savvy, proficient in Microsoft Office and Google Suite
- Ability to work with diverse and multi-disciplinary teams
- Excellent time-management and organizational skills
- Outstanding verbal and written communication skills
- Detail-oriented and efficient

Education & Experience
Bachelor’s degree (B. A.) from four-year college or university and three to four years related experience and/or training; or equivalent combination of education and experience.

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Certificates, Licenses and/or Registrations
This position does not require any certificates, licenses, or registrations.

Physical Demands & Work Environment
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, and talk or hear. The employee is occasionally required to use hands and fingers to type or dial, climb or balance, stoop, kneel, crouch or crawl, and reach with hands and arms.

The employee must occasionally lift and/or move up to 50+ pounds. Additionally, this position requires frequent computer use. Specific vision abilities required by this job include close vision, color vision, distance vision, depth perception, and ability to adjust focus. The noise level in the work environment is usually moderate.

How To Apply
- Please submit a detailed resume that speaks to the qualifications mentioned in the position announcement, and a cover letter telling us about yourself, answer why you are interested in this position, and what skills and expertise you would bring to The Rosewood Initiative with your answers to Supplemental Questions
  - A) Please give us an example of a project you have worked on, provide examples of what project management tools were utilized to set project stakeholders up for success and the project outcomes
  - B) One of your tasks is to develop and implement a regenerative agriculture garden from infancy to a working community food source; what are the first three tasks that you recognize, and what is your strategy for prioritizing the tasks?
- Application will be accepted on a rolling basis until the position is filled, with priority given to those received by Friday, March 31st 11:59 pm.
- Please send your materials to info@rosewoodinitiative.org. Your application will be confidential, and we will acknowledge receiving your materials. We will do our best to respond promptly and respond to all applicants of the virtual interview dates, which will follow. Thank You

March 2023