

~ *Job Announcement* ~

Garden Manager

At the Occidental Arts and Ecology Center

40 hrs per week - Residential position living at OAEC

Application Deadline: 5:00pm, Friday, May 5th, 2023

Hire date: Monday, June 12th, 2023

The Occidental Arts and Ecology Center (OAEC) is an 80-acre demonstration, education, advocacy center and organic farm. OAEC's work focuses on cultivating ecological literacy and building the capacity of civic and social movement leaders and organizations to guide their communities toward an ecologically regenerative, economically viable, and socially just future. We offer a diverse yet interrelated set of projects and partnerships to achieve our mission including modeling resiliency, training change makers, building the capacity of communities and organizations, and policy advocacy.

We are seeking a residential Garden Manager for our 49-year-old 1.5 acres of highly diverse, hand-tilled, CCOF certified organic garden. The OAEC Garden is a living laboratory that demonstrates beauty, biodiversity, and production and has served as an inspiration to gardeners, farmers, and landscapers for decades. It provides delicious fruit, vegetables, herbs, and flowers for thousands of meals prepared onsite each year.

Job Summary

The Garden Manager manages and implements all aspects of our demonstration, food production and educational garden which grows food primarily for OAEC's programs and rentals and has a close relationship with our Kitchen Manager, staff and community. The position is 40 hours, five days/week. We would prefer a start date of Monday, June 12th.

Primary Responsibilities of the Job

1. Managing and coordinating all aspects of work in the garden, excluding perennial borders and seed saving work, with an ongoing attention to the beauty inherent in the work itself and of the garden as a whole .
2. Managing and coordinating garden food production throughout the year to provide seasonal harvest for OAEC guests, staff and community residents.
3. Coordinating and supervising two annual Garden Interns for 24 hours/week, for 10 ½ months of the year.
4. Co-managing weekly Wednesday Volunteer Days.
5. Working as a liaison between the Garden and the Kitchen and with the Community.
6. Managing small Nursery and Greenhouse for garden production needs.
7. Managing the annual Garden Budget.
8. Participating in garden education for OAEC programs, tours and rentals when appropriate.
9. Assisting and working in our retail Nursery.
10. Participating in OAEC staff meetings and serving on appropriate committees.

Required Qualifications for the Job

(Please do not apply if you do not meet the following requirements)

- At least three years of experience as a manager of food production of a wide diversity of food, flower and herb crops on a farm or large garden.
- Commitment to organic sustainable farming and gardening philosophies with comprehensive knowledge of biointensive gardening and Permaculture methods.
- Enough experience with cooking to understand how to grow for our kitchen's needs.
- Familiarity with adhering to CCOF (or equivalent) rules and regulations
- Experience in managing and educating Interns and coordinating volunteers
- Experience and ability in teaching diverse audiences at varying skill levels
- Experience with controlling gophers and other rodents, and willingness to manage trapping.
- Excellent communication and interpersonal skills.
- Interest in living in community and sharing cooking responsibilities for the resident group.

- Passion and joy for plants, gardening and growing food and commitment to healthy eating
- Confidence to be self-motivated and self-managing and have the ability to work both independently and collectively
- Ability to lift 50+ pounds and work outside year around in the Occidental weather (e.g. rain, cold, heat and wind).
- Good CA DMV record.
- Excellent record-keeping skills and computer literacy, proficient in Word, Excel, and Google Docs
- Have enthusiasm for OAEC's broader mission and programs that work to create a just and sustainable communities

Compensation

The current annual salary for the Garden Manager is set at \$53,391 per year at 40 hours/week. Compensation rates and raises for all staff are not negotiable and are set by the OAEC Staff Executive Council, which is elected by the staff collective.

OAEC offers generous paid time off: a total of 5.5 weeks per year of vacation and floating holidays combined, as well as paid sick time off.

OAEC offers a paid health and wellness benefit, currently set at approximately half of the value of a Kaiser Permanente Silver HMO Plan for each employee, as well as an employee-only contribution 401(k).

Staff can participate in OAEC courses free of charge, use the OAEC facilities (pond, hot tub, sauna, etc.), and harvest produce from our gardens.

Residential Arrangement - Living at OAEC

While we would prefer that the Garden Manager live onsite, we are also open to considering local applicants who want to live offsite.

The Garden Manager would have the opportunity to rent a very nice, well-insulated 24' yurt, with a full kitchen, shower, toilet, wood stove, internet, nice windows, electricity, etc, in a private area near other homes and buildings for \$1,200 per month. The yurt is not furnished. Residents share our site and common facilities,

including gardens and orchards, wildlands and swimming pond, sauna and hot tub, well-stocked workshop, kitchen, and other aspects of community life.

All residents at OAEC/Sowing Circle currently pay \$282/month (subject to change) into our Food System, allowing full access to the pantry. All residents cook community dinner (for 10-20 people) once or twice a month, and are otherwise invited to enjoy all community or OAEC cooked meals.

To Apply

Before applying, please spend some time looking at our website: www.oaec.org to better understand what OAEC does in the world.

OAEC actively seeks a diverse applicant pool and encourages candidates of all backgrounds to apply. OAEC is an equal opportunity employer. We do not discriminate based on an individual's race, sex, religion, color, national origin, ancestry, disability, medical condition, marital status, veteran status, sexual orientation, gender identity, age, or on any other basis prohibited by law.

We are accepting applications until **5:00 pm, Friday May 5th, 2023**. Early application is encouraged. Start date for the job will be Monday, June 12, 2023.

Qualified applicants should email a cover letter, resume, and list of current references to Hiring Manager at jobs@oaec.org with the subject line "Garden Manager Position." Resumes without cover letters will not be considered.

Please do not contact OAEC directly with questions or inquiries, but refer to this Job Announcement on the OAEC website [Jobs Page](#) for information. Applicants will be notified by email if OAEC requests more information or an interview. Thank you!