

**CATHOLIC SOCIAL SERVICES
JOB DESCRIPTION**

TITLE: UAIP Coordinator
PROGRAM: Refugee Assistance & Immigration Services
SUPERVISED BY: Refugee Enterprise & Agriculture Program Manager
STATUS: Full-time, funded through February 2025
START DATE: 2/1/2022
UPDATED: 11/2022

JOB SUMMARY: Catholic Social Services' (CSS) Refugee Assistance & Immigration Services (RAIS) program, currently operates two growing spaces in Anchorage, Fresh International Gardens (FIG) and Grow North Farm (GNF). The 15-year-old Refugee Enterprise & Agriculture Program (REAP) seeks to promote the well-being of Alaska's refugee community by providing economic opportunities, job training, family support, and access to fresh food. The program has grown over the last three years and is overseen by a 5-person team to support program operations. This position will primarily be overseeing the Urban Agriculture & Innovation Program (UAIP) grant received by CSS in October of 2022. The two-year grant award will be focused on expanding FIG by adding an additional 8,000 sq. ft. of growing space. The position will also assist in the day-to-day management of the current FIG space and work with staff and clients to plant, maintain, harvest, and sell vegetables. The UAIP Coordinator will work closely with the Anchorage Parks and Recreation Department to manage the FIG garden expansion.

QUALIFICATIONS:

Must be able to maintain program/guest/agency confidentiality and treat each individual with dignity and respect. Dependability, maturity and initiative. Excellent inter-personal skills required. Ability to relate positively to program staff, community service providers, and CSS clients. Flexibility to deal effectively with a variety of people, situations, problems and challenges. Highly organized with a keen attention to detail; strong leadership skills; self-motivated and directed; works well within a rapidly changing environment; punctual; effective communication, interpersonal skills, and strong writing skills; cultural competency to work with diverse farmers and gardeners.

Education/Experience: At least one year of experience with significant contributions to the operation of an agricultural business required. At least one year of project management and/or leadership experience required. Construction management, urban design/planning experience preferred.

Skills: Skills in independently managing a project with multiple partners and stakeholders. Skill in managing a small to medium sized market garden using small-scale, ecologically sustainable techniques. Skill providing oversight, supervision, and training to a diverse group of clients and volunteers in a fast-paced setting. Ability to lead and provide instruction to participants with limited English. Ability to handle crisis situations with minimum supervision. Excellent oral and written communication skills necessary. Ability to write clear, grammatically correct case/log notes, Familiarity with computers, Microsoft

Suite (especially Excel) required. Must have valid driver's license and be comfortable driving clients.

DUTIES & RESPONSIBILITIES:

1. Oversee UAIP grant activities and fulfill grant outcomes and timelines.
2. Support REAP Coordinator with agricultural operations: CSA sales, farmers market sales, Give Local Grow Local donations, and wholesale customers. Oversee garden operations such as: garden planning, seed purchasing, seed starting, outdoor planting, garden maintenance, harvesting, packaging, and preparing FIG vegetables for selling.
3. Oversee Give Local, Grow Local harvest and drop-off records in partnership with the St. Francis House Food Pantry Director.
4. Manage program's SNAP, WIC, and SFMNP sales
5. Work with CSS staff to coordinate large scale group volunteer days as needed.
6. Lead tours for interested groups at REAP growing sites.
7. Connect refugee farmers and farm entrepreneurs to internal and external resources.
8. Support staff and farmers during harvest and post-harvest handling in accordance with food safety regulations at Fresh International Gardens and at farmers' markets.
9. Work with program staff to develop and implement ongoing technical assistance for refugee farmers and farm entrepreneurs.
10. Support Refugee Education and Employment Food Services Specialist in organizing and facilitating job readiness activities as needed.
11. Gather and report data for grants and agency needs as requested by Program Manager.
12. Complete documentation of all meetings with clients thoroughly, accurately and in a timely fashion.
13. Other duties as assigned.

Physical Requirements: Must be able to tolerate heat, cold, and wet conditions while performing necessary duties. Must be willing and able to drive program participants to and from project sites (Fresh International Gardens and Grow North Farm) in varied weather conditions. Sitting, standing, walking, driving, repeated hand and wrist motions (for computer use) are required. Must be able to lift, push, pull and move a minimum of 50 pounds and safely operate garden equipment including garden tools, lawn mowers, and tillers.

Training Requirements: Agency and department orientation; First aid/CPR; de-escalation techniques; blood borne pathogens and any other updated training, as required. Attend all staff meetings and in-service training as required.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel. All personnel may be required to perform duties outside of their normal responsibilities as needed.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____