Regional Project Coordinator

The Kitchen Community is seeking a Project Coordinator to assist with conducting site reviews, organizing construction activities, and scheduling maintenance tasks. This supporting role works with our Project Manager, and liaises with candidate and selected schools and their garden teams to ensure successful Learning Garden pre-build and Planting Day activities. The Project Coordinator visits school sites and works with the garden teams to review maintenance plans and goals.

- Assist local TKC Team in grading, targeting, and selecting recipient schools for Learning Garden grant applications.
- Assist Regional Project Manager with Learning Garden site analysis and site selection.
- Initiate and manage communications with schools regarding Learning Garden pre-build and build information. Respond promptly ~~r~~ to emails and inquiries.
- Assist with scheduling meetings with schools, updating contact information, and tracking school information.
- Communicate with district facilities personnel, school principal, and school facilities manager regarding garden site, scope, requirements, project timelines, and deliverables as needed.
- Meet school garden teams, review plans, and communicate as necessary. Assess Determine team's weaknesses and strengths and review with Regional Program Manager.
- Assist in developing project tasks and resource requirements, including site design tasks.
- Coordinate and execute project plan within scheduled project timelines.
- Coordinate with TKC Program team regarding applicants and installed Learning Garden schools.
- Coordinate the Installation Day with the Learning Garden Program Manager, school community and garden team.
- Provide on-site garden assistance to Learning Garden Educator(s) and school garden team on Installation Day.
- Collaborate with our Garden Educator(s) to transition the school relationship.
- Assist with proper product installation as required and review minor maintenance procedures with schools' administration and facility management.
- Assist in reviewing, executing, recording, and tracking required warranty repairs.

Required

- A bachelor degree and/or equivalent work experience in field such as landscape architecture, construction management, urban planning, urban agriculture, environmental science, or environmental design.
- Proficiency with AutoCAD.
- Demonstrated ability to work with diverse groups of people.
- Exceptional organizational skills.

- Superior oral and written communication skills, including public speaking skills, and capacity to work with team, contractors, and clients.
- Ability to work independently, multi-task and coordinate several major activities at once, in a flexible manner.
- Proficient computer skills with Excel, and Word. Adobe Suite knowledge a plus.
- A valid driver's license and a reliable personal vehicle (mileage reimbursement provided).

Preferred

- Three years of construction management and site design experience.
- Interest in local food systems, urban agriculture, and/or school gardens.
- Knowledge about the garden growing season in the region.
- Familiarity or previous experience with non-profit organization(s).
- Ability to work some evenings and weekends as needed.
- Understanding or familiarity of SalesForce.

If this sounds like you, please send your cover letter and resume to Kalle Butler Waterhouse at Kalle@tkc.org. In your cover letter, in 150 words or less, tell us what makes you unique. Try to be creative and indicate something that will make you stand out.