



The Garden and Food Access Coordinator

Reports to: Executive Director

Hours: 30 hrs/week | Part-time, non-exempt | No benefits

Pay: \$15/hour

Location:

- Broadmoor Arts & Wellness Center, 3900 General Taylor St
- Broadmoor Food Pantry, 2021 S. Dupre St
- Broadmoor Food Forest, 3730 Toledano St
- Broadmoor Rain Garden, 3601 General Taylor St
- Broadmoor Food Pantry Garden, 2021 S. Dupre St

The Garden and Food Access Coordinator manages Broadmoor's community gardens and supports food pantry operations. This role combines hands-on garden work with food access coordination, volunteer support, and basic administrative tasks to advance food security and community wellness. Business casual required: clean jeans/work pants, khakis, polos, tees, blouses, dresses, and BIA-branded apparel. Closed-toe shoes required. Flexible schedule with required in-person work on pantry days and for gardening. Typical workdays include Mondays, Tuesdays, Thursdays, and Fridays based on pantry and garden needs. Some evenings/weekends are required. Valid driver's license and reliable transportation required such as suv, van, and or pick up truck.

Key Responsibilities

Community Gardens (50%)

- Maintain gardens (planting, watering, harvesting, composting, volunteer management)
- Plan seasonal planting and maintain tools/safety
- Manage and host volunteer groups and community events
- Track harvests and prepare produce for pantry use

Pantry & Food Access (20%)

- Manage pantry operations (setup, guest check-in, volunteer management, distribution, cleanup)
- Coordinate food donations and pickups/deliveries (Trader Joe's, Whole Foods, Rouses)
- Complete pantry logs, documentation, and basic reporting
- Support USDA/Second Harvest compliance
- Communicate regularly with Broadmoor Community Church

**Administration & Volunteers (20%)**

- Data entry using PantryTrak, Google Suite, USDA systems
- Schedule and communicate with volunteers
- Support intake, recertification, and reporting tasks
- Research funding opportunities, assist with grant writing, and support reporting by collecting program data and preparing materials for funders.
- Attend BIA staff meetings, community events, and support program planning and grant proposals.
- Support Broadmoor outreach with community partners

Disaster Response (10%)

- Support BIA's emergency relief efforts by keeping Broadmoor Food Pantry which serves as community lighthouse and Broadmoor community gardens ready pre, during and post outages or disasters.

Qualifications

- Experience in gardening, farming, landscaping, or urban agriculture
- Valid driver's license and reliable transportation required.
- Strong interest in food justice and community service
- Ability to lift 50 lbs and work outdoors in all weather
- Organized, dependable, and able to work independently
- Strong communication skills
- Basic Google Suite/data entry skills
- Volunteer coordination or pantry experience preferred
- Must pass background check

Background:

The Broadmoor Improvement Association (BIA) is a non-profit neighborhood organization, founded in 1930. The BIA serves people who live, learn, work, worship and play in Broad moor through a coordinated network of anchor institutions, faith-based partners, businesses and community partners.

Equal Opportunity Employer:

The Broadmoor Improvement Association does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy), national origin, political affiliation, sexual orientation, gender identity, marital status, disability, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.



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Send resume and brief cover letter to: careers@broadmoorimprovement.com

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