

**Job Title:** Garden and Food Access Coordinator

**Reports to:** Co-Executive Directors, Broadmoor Improvement Association (BIA)

**Locations:**

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

**Compensation:** \$15/hour | Part-time (15–20 hrs/week) | No benefits

**Schedule:** Flexible, with **required in-person Tuesdays**; occasional weekends/on-call

**Transportation:** Valid driver's license and reliable personal vehicle required

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## Position Summary

The Garden and Food Access Coordinator manages Broadmoor's community gardens and supports food pantry operations. This role combines hands-on garden work with logistical and administrative food access support. As a key BIA representative, the Coordinator advances local food security, sustainability, and community wellness.

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## Work Schedule & Remote Policy

- **On-site required Tuesdays** to lead pantry operations and volunteer coordination.
  - Donation pickups and garden maintenance mainly on Mondays, Tuesdays, and Thursdays.
  - Remote work permitted for outreach, data entry, and delivery calls with BIA approval.
  - Must maintain regular communication with Wednesday Pantry Coordinator and BIA leadership.
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## Key Responsibilities

### 1. Community Garden Management (50%)

- Oversee all Broadmoor gardens, including planting, watering, weeding, harvesting, composting.
- Plan seasonal planting; maintain tools and garden safety.
- Coordinate outreach, programming, and community events with BIA leadership.

- Supervise volunteer gardeners and partner groups.
- Track harvests and prepare produce for the pantry.

## **2. Program Evaluation & Administration (30%)**

- Use PantryTrak, Google Suite, and USDA systems for data tracking and reporting.
- Collaborate with interns on client intake and recertification.
- Monitor pantry and garden expenses; track donations.
- Recruit, schedule, and communicate with volunteers.
- Attend staff meetings and support program planning.

## **3. Pantry & Food Access Operations (20%)**

- Lead pantry operations on Tuesdays with interns and desk ambassadors.
- Manage pantry setup, guest check-in, produce handling.
- Complete temperature logs (Mon/Fri) and document donations.
- Coordinate food pickups and deliveries:
  - Trader Joe's (Mon)
  - Whole Foods (Mon & Thu)
  - Rouses (Biweekly)
- Make delivery reminder calls (can be remote).
- Ensure compliance with Second Harvest and USDA safety standards.

### **Disaster Response (as needed):**

- Support BIA's emergency relief efforts by keeping pantry and gardens ready during outages or disasters.

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## **Qualifications**

- Experience in gardening, landscaping, farming, or urban agriculture.
- Passion for food justice, sustainability, and community service.
- Organized, reliable, able to work independently and outdoors.
- Valid driver's license and reliable vehicle required.
- Able to lift 50 lbs and work outdoors in various conditions.
- Strong communication skills with diverse groups.
- Familiarity with Google Suite; basic data entry skills.
- Must pass a background check.

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## **About BIA**

Broadmoor Improvement Association is a New Orleans nonprofit dedicated to building a resilient, thriving community through health, education, food access, and disaster preparedness programs.

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## **To Apply**

Send resume and brief cover letter to **[natori@broadmoorimprovement.com](mailto:natori@broadmoorimprovement.com)**. Applications reviewed on a rolling basis.

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**BIA is an Equal Opportunity Employer and values diversity. We encourage all qualified candidates to apply.**