



Resource Conservation District of Greater San Diego County
11769 Waterhill Rd., Lakeside, CA 92040

Phone: (619) 562-0096 🌟 Fax: (619) 562-4799

Website: www.rcdsandiego.org

Program Assistant: Farming and Gardening

The Resource Conservation District (RCD) of Greater San Diego County aims to protect, conserve, and restore natural resources through information, education, and technical assistance. We work across the majority of San Diego County on a variety of programs, including fire prevention and education, watershed education, school garden support, promotion of pollinator habitat, soil health, and management of a large community garden.

The RCD is seeking a Program Assistant to support a new carbon farming demonstration project and the management of the Tijuana River Valley Community Garden.

Carbon Farming (two days per week): Reporting to the RCD's Head Gardner, the post holder will assist with the planting, care, and maintenance of a quarter-acre Carbon Farming Demonstration Site and hedgerows within the Tijuana River Valley Community Garden (TRV) in San Diego. Funded through the CA Department of Food & Agriculture Demonstration Project, the Demonstration Site will highlight the implementation of three carbon farming practices: compost application, mulch, and cover crops to demonstrate how they improve soil health, crop yields, and cost savings.

Community Garden (two days per week): The RCD manages the largest community garden in San Diego County, the Tijuana River Valley Community Garden. Reporting to the RCD's Program Manager and Head Gardener, the post holder will assist with the management and smooth running of the community garden through conducting plot assessments, serving as a point of contact for garden members, assigning new plots, and helping with garden events and work days.

Position Responsibilities:

Carbon Farming:

- Hands-on farming tasks including but not limited to: bed preparation, seed sowing, planting, irrigation set-up, weed management, and harvesting.
- Assist with care of the garden's native hedgerow including mulching, planting, irrigation repairs, and weeding.
- Assist with monitoring and measuring project outcomes (e.g. measuring crop yields).
- Participate in project outreach events (two per year) as required.
- Any additional project-related tasks related as they arise.

Community Garden:

- Conduct regular plot assessments.
- Communication with gardeners, including letters regarding plot condition, emails notifications to garden members, and face-to-face or phone communication to respond to gardener questions or concerns.
- Help manage the garden waiting list and assign new plots.
- Assist with garden maintenance when required.
- Collaborate with staff and partners to organize and participate in garden events and work days.

Eligibility: No prior experience with farming or gardening is required – just a passion for sustainable agriculture and working outside. Training will be provided. Bilingual (English/Spanish) is beneficial but not required.



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Requirements:

- Must possess a current, valid California driver's license, current proof of automobile insurance coverage, and reliable transportation.
- Knowledge of word processing and Excel.
- Punctuality and reliability.
- Strong written and verbal communication.
- Willingness to work hard and get dirty.

Terms: the position is offered on a part-time basis, up to 32 hours per week, starting at \$15 per hour. The RCD will consider splitting the role in two if the best candidates prefer fewer hours.

After successful completion of a 90-day probationary period:

- Health insurance compensation in lieu of health care (pro rata if less than 40 hours per week)
- Ten paid holidays and thirteen days of paid time off per year (pro rata if less than 40 hours per week)

Start date and duration: As soon as possible, with a minimum six month commitment.

Schedule and location: Working hours are Monday – Friday between 7:30am – 4:30pm. Occasional weekend work is required. It is anticipated that the position will be based primarily at the Tijuana River Valley Community Garden (south-west San Diego) with one day a week in our office in Lakeside (east San Diego County), though this may change on a weekly basis depending on workload.

To apply: Please send your resume and a cover letter explaining your interest in this position and why you think you'd be a good fit to Ann Baldrige, Program Manager, at ann.baldrige@rcdsandiego.org. Please contact Ann with any questions at 619-562-0096.

The deadline for applications is Friday October 26, 2018.