



## School Garden Program Assistant

Full-time position  
Full time, 40 hours/week  
\$19.25 - 22/hour, DOE  
[www.lasemillafoodcenter.org](http://www.lasemillafoodcenter.org)



TO APPLY: Please send a letter of interest and resume to [hiring@lasemillafoodcenter.org](mailto: hiring@lasemillafoodcenter.org).  
Priority application deadline is April 1st, 2025. Position will remain open until filled.

\*\*Applicants must have a current valid driver's license to be considered.\*\*

### Position summary:

La Semilla Food Center's Edible Education program is seeking a School Garden Program Assistant to join the Edible Education team and support school gardens across the Paso del Norte region. This individual will be responsible for routine garden maintenance, building garden infrastructure, coordinating events, and collaborating with teachers, students, and volunteers on gardening activities. The assistant also supports program planning, educator trainings, and community events while maintaining tools and materials, and monitoring and documenting garden progress. This candidate will work together with Edible Education team members to increase participation in the practice of local foodways and help connect school garden programming to La Semilla's larger mission. The ideal candidate has experience in gardening, enjoys working outdoors with youth, and is skilled in organizing volunteers and managing projects. This role requires physical endurance, organizational skills, and a passion for supporting school gardens in the Paso del Norte region.

This is a full-time position at a rate of 40 hours per week with benefits.

What you will be doing in this position:

### School Garden maintenance, support and event coordination (60%):

Support the maintenance of 40+ school gardens across the region including, but not limited to:

- Routine and seasonal garden maintenance such as irrigation repairs, pruning shade and fruit trees, and other upkeep tasks.
- Coordinate and lead events such as Weeding Wednesdays, School Garden Beautification Days, and garden training sessions for teachers, parents and volunteers.
- Support gardening activities with students, teachers and community members including planting support, harvesting support and related tasks.
- Recruit and organize volunteers for garden builds and maintenance workdays
- Install and enhance school gardens by preparing sites and building infrastructure such as raised beds, irrigation systems, signs, and benches, among others.
- Attend check-ins and meetings with stakeholders at schools to support garden functionality and engagement.

- Ensure tools and equipment are properly maintained, inventoried, and stored.
- Procure tools, gloves, and other materials for school gardens as needed and complete associated financial documentation.
- Monitor and document the status and progress of school gardens in Las Cruces Public Schools and Gadsden Independent School District.

**Garden Educator Training and General Edible Education Program Implementation: (30%)**

- Participate in program planning, budget and expense tracking, and other activities as required.
- Participate in the planning, coordination and implementation of program activities including educator trainings, community events, resource creation, annual conference, afterschool programming and other activities.
- Help lead knowledge exchanges with teachers and school communities to increase participation in school garden programming.

**General program support and participation in La Semilla (10%)**

- Track and document program activities in alignment with reporting requirements.
- Participate in monthly full staff meetings, weekly staff meetings, check-ins, and other staff activities.
- Participate in capacity building and professional development opportunities.

**Necessary qualifications:**

- 1+ year of experience in biodiverse gardening, outdoor education, native landscaping, ecological restoration or related fields in the desert Southwest.
- Willingness to work outdoors in school garden settings year-round.
- Desire to work with youth, families and teachers in public school settings.
- Valid driver's license.
- Highly organized, prompt, and reliable.
- Ability to use initiative and independent judgment within established procedural guidelines.
- Self-directed with good organizational skills and attention to detail.
- Ability to work some weekends.
- Ability to lift and carry 60 pounds.
- Pass a background check.

**Ideal candidate may also have experience in any of the following:**

- 3+ years of relevant experience.
- Personal foodways practices, art practices, graphic design.
- Proficiency in Spanish.
- Local ecological knowledge and connection to native plants and animals of the Chihuahuan Desert.
- Experience using power tools.
- Building or carpentry experience.

- Experience in volunteer recruitment and coordination.
- Experience in teaching youth and in lesson development.
- Experience and interest in working with diverse populations, including children, youth, adults, and people of various economic, social, and political backgrounds.
- Working knowledge of local food systems, gardening, sustainable agriculture, public health, or economic development

**Physical demands:**

- Bending, kneeling, and prolonged standing/walking.
- Lifting supplies and equipment that weighs 60 lbs.
- Frequent driving with supplies loaded in the organization's vehicle.
- Working outdoors in varied weather conditions.
- Position requires safe operation of small engine machines and power tools.

**Think you're not qualified? Think again!**

Some people might hesitate to apply because they don't have absolutely everything on the above lists of skills and experience. Don't let that stop you! We work to empower folks, and we'll support you in learning what you need to succeed. Most importantly, we're looking for someone with fire and passion for the work who is detail-oriented and loves creating order and keeping track of multiple moving parts so that our program can function smoothly and efficiently. (Language adapted from Sustainable Economies Law Center).

**Compensation:** In addition to the hourly rate of \$19.25- \$22 per hour, we offer a comprehensive benefits package, including employer paid health, dental, vision, and short-term disability; generous leave policies including PTO, paid holidays and paid parental leave; opportunities for professional development and growth; Simple IRA employer match; and a vibrant and fun work environment.

*We believe our organization is better and more innovative when our staff represents a diversity of perspectives and life experiences. People of color, people with disabilities, and LGBTQ candidates are strongly encouraged to apply. La Semilla is an equal opportunity employer and does not discriminate in its employment decisions.*