



The King Conservation District is seeking a qualified candidate to serve as a

COMMUNITY AGRICULTURE PROGRAM COORDINATOR

**THIS POSITION IS REPRESENTED BY COUNCIL 2
THE WASHINGTON STATE COUNCIL OF COUNTY AND CITY EMPLOYEES**

*We do not expect any single candidate to possess all the desired
qualifications or have extensive experience with all the listed requirements.
Training will be provided for new projects and activities.*

Job Title: Community Agriculture Program Coordinator
Job Classification: Program Coordinator 2, Grade 25, Step 1
Salary: \$75,155.67 annually

Job Summary:

The King Conservation District (KCD) Community Agriculture Program provides expertise and resources to community-based agriculture projects throughout King County to promote and support the voluntary stewardship of natural resources and expand the ability of communities to grow and distribute their own food. Community Agriculture services include educational events and workshops, outreach and engagement opportunities, access to free resources such as compost and cover crop seeds, technical support, networking opportunities, and "Seed Money" grants. We are committed to focusing our resources on historically underserved areas throughout King County to combat food insecurity and historic inequities.

The individual holding this position is and is a member of the Food & Farm team responsible for operating KCD's Community Agriculture Program.

This includes building and maintaining strong partnerships with community gardens and partners across King County, providing technical assistance, facilitating trainings, planning and executing events, helping to plan and establish new gardens, and coordinating the distribution of resources to gardens. In all these program areas, the Program Coordinator incorporates equity best practices.

Work is usually varied with some complexity, routinely applying advanced principles and concepts in day-to-day work. Actions are typically short and mid-term, focused on what and how. May help leadership to plan program goals and objectives.

Job Responsibilities:

- Build and strengthen partnerships with community-based agriculture projects and facilitate the county-wide network of community garden leaders. Tasks may include managing the distribution of the monthly Community Agriculture Newsletter, planning

and convening regular meetings of community garden leaders, updating and distributing a Community Agriculture Map, and others as needed.

- Manage the “Seed Money” grant program to support the implementation of best management practices at existing gardens and the creation of new community gardens.
- Provide technical assistance and guidance to community gardens related to project planning and natural resource stewardship, including soil health and contamination.
- Coordinate the distribution of resources to support garden partners including cover crop seeds, compost, culturally relevant plant starts, and others as needed.
- Track Community Agriculture Program metrics and budget throughout the year and maintain all program records. Record program processes and workflows and strive to improve systems and programming. Seek feedback from partners and colleagues.
- Engage in racial equity work at KCD and identify and implement ways in which the Community Agriculture Program can better serve the diverse community of King County.
- Work collaboratively with the Farm Team and other teams on natural resources issues.
- Collaborate with the Education Team to provide relevant education opportunities and/or tours for community agriculture partners.
- Contribute to KCD’s engagement efforts by creating content for newsletters, website posts, social media posts, and participating in in-person outreach events to promote and share about the Community Agriculture Program.
- Participate and contribute to the ongoing diversity, equity and inclusion work at KCD and incorporate learned practices and skills to all aspects of job duties.
- Strengthen partnerships with non-profits, agencies, and community groups. Participate in public meetings, work groups, and partner events as assigned to advance the mission of the Community Agriculture Program.
- Work under tight deadlines and manage conflicting demands while successfully operating in a dynamic work environment.

Training and Supervision:

The occupant of this position will perform duties under the training and supervision of the Regional Food System Program Manager.

Competencies:

- Operates with autonomy in general areas of responsibility. Initiates or takes action when it is appropriate to deviate from normal practices. Has discretion to set own priorities. May seek direction from others on new and complex assignments.
- Resolves issues based on loosely defined decision guidelines. Typically investigates problems independently and communicates findings to others. Identifies potential solutions and discusses with others who make the decision.
- Designs processes and procedures that allow managing from a distance.
- Marshals resources and gets the most out of limited resources.
- May work weekend days and weekday evenings at least 3-4 times per month to help support volunteer, education, outreach, and partner events.
- Less than 5 percent of the job duties may be combined with other duties as required by the District.

Required Skills/Abilities:

- Intermediate level professional/technical experience and skills. Offers guidance to others in focused areas of expertise.
- Must be competent in reading, writing, speaking, hearing, and understanding the English language. Good communication and multi-tasking skills required for interaction with coworkers, Board members, agency partners, and land managers/operators.
- Demonstrated ability to develop collaborative, sustainable, accountable, and respectful relationships with leaders, groups, including but not limited to communities of color, immigrant and refugee communities.

- Optimizes work processes; takes initiative, action oriented; collaborates; interpersonal savvy; builds networks; resourceful; plans and aligns.
- Adept with all office equipment including computers, network servers, Internet, and e-mail. Use computers to write reports, track work products, prepare and record field and technical data. Adept with MS Office software, including Excel spreadsheets, Teams and Zoom.
- Ability to work full-time schedule with overtime if needed with prior approval.
- Knowledge of and rudimentary use of GIS software programs.

Education and Experience:

- 3-4 years' experience and/or Certification and/or associate's degree in environmental science or related field.
- Considerable knowledge of the function or program.
- Limited knowledge or related disciplines.

Desired Qualifications:

- Current agriculture, food systems, or conservation experience is preferred
- Knowledge of food systems, urban agriculture, and the challenges facing the region, including access to growing spaces.
- Expertise in regenerative agricultural practices, climate adaptation and mitigation, and carbon removal strategies for working lands.
- Familiarity with Pacific Northwest agricultural practices

Physical Requirements:

- May work in the field for up to 6-10 hours per day – away from the office.
- Ability to work in extreme weather conditions.
- Ability to drive in and throughout King County using a district vehicle.
- A driver's license is required when driving district vehicles.
- Must be able to lift up to 15 pounds at times.

Full-Time, Non-Exempt Position:

This position will start at the hiring Grade of 25, Step 1, currently at \$75,155.67 annually. After passing a successful 6-month probation, candidates will automatically move to step 2 within the salary band.

Benefits:

The District offers a comprehensive benefits package which includes paid vacation and sick leave, and holidays, medical and dental, a nominal life insurance policy with the option to increase coverage at employee's expense, support for trainings, and participation in the State of Washington Retirement System (PERS).

Work Schedule:

Full Time, 40 hours a week, Monday through Friday 8:30 AM to 5:00 PM work schedule. Some weekend and evening work is occasionally required.

Office Location:

800 SW 39th St, Suite 150, Renton, WA 98057

King Conservation District is an Equal Employment Opportunity (EEO) Employer

No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation and pregnancy), age, genetic information, disability, veteran status, or other protected class.

To Apply:

If you are interested in pursuing this position, please apply by October 2, 2026, by emailing HR@kingcd.org with the following materials:

1. A resume.
2. A cover letter, describing as specially as you can how your experience, skills, and values are a fit with King Conservation District's goals and mission as described in this announcement.
3. A brief personal equity statement, describing your skills and experience engaging with issues involving diversity, racial equity and inclusion in organizations. This statement should not exceed 300 words.

About Us: King Conservation District (KCD) is a natural resources assistance agency authorized by Washington State and guided by the Washington State Conservation Commission. Our mission is to promote the sustainable use of natural resources through responsible stewardship. A five-member Board of Supervisors is responsible for overseeing all KCD programs and activities. KCD promotes conservation through demonstration projects, educational events, providing technical assistance and, in some cases, providing or pointing the way to funds which may be available for projects. KCD has no regulatory or enforcement authority and only works with those who choose to work with KCD. KCD's service area includes 34 cities and all of unincorporated King County with the exclusion of City of Enumclaw, City of Federal Way, City of Milton, City of Pacific and City of Skykomish. To learn more, visit KCD's website at www.kingcd.org