

## Community Education Program Coordinator Job Announcement

September 20, 2018



**Job Title:** Program Coordinator  
**Status:** Full time, Non-Exempt  
**Reports to:** Community Education Program Manager  
**Location:** Tilth Alliance Main Office – Wallingford, Seattle, WA and Rainier Beach Urban Farm and Wetlands

### **Tilth Alliance Mission:**

Tilth Alliance is helping to create an ecologically sound, socially just, and economically vital food system across Washington State. We advocate for agricultural programs and policies that benefit the organic and sustainable farming community. We believe that all people deserve access to healthy, nutritious food. For 40 years we have taught people to grow, prepare, and eat food in ways that sustain the environment, promote health, and support producers' ability to make a living. Changing the way we grow, cook and eat food has the potential to transform people's lives as well as the communities in which we live.

### **Position Description:**

Our Community Education efforts use farms, gardens and kitchens as classrooms for hands-on education that teaches agriculture, nutrition and science to people of all ages. The Program Coordinator position is part of the Community Education Team at Tilth Alliance, which engages youth, adults and families in hands-on classes, volunteer and other learning opportunities in Seattle and King County, around growing food, environmental stewardship, and cooking and sharing food.

In addition to supporting the Soil and Water Stewardship volunteer training program, which empowers King County residents to strengthen their local watershed and food system, this position collaborates with colleagues and local communities to coordinate and deliver programming at the Rainier Beach Urban Farm and Wetlands, and throughout Seattle and King County.

Depending upon the interests and qualifications of the candidate, this position will include a mix of program coordination and direct education on a variety of topics including organic vegetable gardening, wetlands restoration, food waste prevention and food preservation.

### **Responsibilities:**

- Support the Soil and Water Stewardship volunteer training program, including: curriculum and program development; volunteer recruitment, training and coordination; community partnership-building; and reporting and evaluation
- Coordinate, promote and provide direct education for classes and community workshops in Seattle and King County related to growing food, environmental stewardship and related topics
- Partner with individuals and community groups to identify new programming opportunities that meet community needs and desires
- Support programming and land management responsibilities (such as farming, gardening and wetlands restoration) at the Rainier Beach Urban Farm and Wetlands, including leading small and large work parties with volunteers

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- Attend staff meetings, contribute to board reports and other data tracking, support events and advance equity and inclusion in the organization and in community partnerships

**Desired Qualifications and Attributes:**

- A passion for promoting sustainable and organic agriculture
- Experience working in or volunteering for an organization with a commitment to equity
- Background in gardening, horticulture or other relevant food system fields, in community-based settings
- Experience developing, delivering and coordinating educational programming
- Experience training, coordinating, and supervising volunteers
- Experience developing and improving upon existing organizational systems
- Ability to speak languages other than English
- Demonstrated ability and success working with people from a variety of racial, cultural and economic backgrounds, with various lifestyles and sexual orientations
- Self-directed and able to work independently as well as with a team
- Ability to work on a variety of projects that may change based on community need, funding availability and organizational priority
- Able to work evenings and weekends
- Proficiency in Microsoft Office applications
- Able to transport self and materials to locations throughout Seattle and King County
- Ability to lift 50 pounds

**Benefits and Compensation:**

This is a full-time, non-exempt position. Benefits include medical, dental and vision insurance, a 401K (not matched), paid time-off and sick leave. This position will work at the Good Shepherd Center in Wallingford and Rainier Beach Urban Farm and Wetlands in South Seattle. Hourly compensation range is \$17 - \$21.

**To Apply:**

No phone calls please. Submit a letter of interest and resume as one document in PDF or Word format outlining 1) your experience with the qualifications listed above and 2) why you are interested in this position. Email all materials to [hr@tilthalliance.org](mailto:hr@tilthalliance.org) with the subject "Community Education Program Coordinator Application." This position is open until filled. Applications received by October 1, 2018 will be given preference.

*Tilth Alliance is proud to be an equal opportunity workplace dedicated to cultivating a diverse and inclusive work environment. We believe that diversity is essential to achieving our mission. Tilth Alliance is an equal opportunity employer and will not discriminate against any employee or applicant on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, veteran status, or any classification protected by federal, state, or local law. Women, people of color, and individuals from under-represented communities are strongly encouraged to apply.*