

## **Garden Hotline Community Educator Job Announcement**

**October 18, 2018**



**Job Title:** Garden Hotline Community Educator

**Status:** Part Time – 24 hours weekly with flex seasonally up to 32 to 40 hours

**Reports To:** Sustainable Yard and Home Education Program Manager

**Location:** Tilth Alliance Main Office – Wallingford, Seattle, WA

### **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, and 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 producer's ability to make a living. Changing the way we grow, cook and eat food has potential to transform people's lives as well as the communities in which we live.

### **Position Description**

Our Community Education efforts focus on the health and sustainability of the natural environment through hands-on and classroom education and outreach in gardening, composting, pesticide reduction, watershed health, ecological restoration, food preservation, and recycling. The Garden Hotline offers a six day a week email and phone answer line staffed by a team of professional horticulturists as a prime element of outreach in addition to field work. The Garden Hotline Community Educator will work on the Garden Hotline team to provide residents in Seattle and King County with information on gardening, soil building/biology, composting, pest, disease and weed management, water conservation and watershed health, stormwater management, waste management and natural resource conservation techniques.

### **Responsibilities:**

- Work daily on a team to answer phones and emails with detailed and horticulturally-appropriate natural yard care information – 8,000 or more contacts per year
- Daily entry of data into a Filemaker database to track calls and emails and questions asked by the public
- Contribute to monthly, quarterly and annual reports to funders
- Interact with public in person at outreach events and through community presentations and workshops. Events can be scheduled for weekday, weekday evenings and weekends
- Write seasonal articles for local publications and the Garden Hotline website
- Research and keep updated resources to use for answering questions to the Garden Hotline
- Assist with efforts on waste management education to vendors, faith houses, and community gathering spaces
- Assist with compost giveaway events throughout the growing season

**Required Qualifications:**

- Extensive knowledge of Pacific Northwest gardening techniques, plants, weeds, plant pests and diseases, pest, weed and disease management, natural resource conservation and waste management
- Strong verbal and written communication skills
- Experience in database management
- 2-4 years speaking and teaching experience in a variety of settings
- A proven record working with people from a variety of racial, cultural and economic backgrounds
- Access to a vehicle and ability to transport self and teaching materials to locations throughout King County
- Good team skills as well as ability to work independently
- Ability to lift 25 pounds
- Good organizational skills

**Desired Qualifications:**

- Fluency in Chinese, Spanish, Vietnamese, or other foreign language
- A passion for promoting sustainable and organic gardening and agriculture

**Benefits and Compensation**

This is a part time 24 hour/week, non-exempt position, with the possibility to flex up to 32-40 hours weekly during busy work seasons. Benefits include medical, dental and vision insurance, employee funded Flexible Spending Account for qualified childcare, healthcare and transportation expenses, an unmatched 401K, paid vacation, sick and holiday time. This position will be based at the Good Shepherd Center in Wallingford with outreach to occur in all areas of King County and Seattle. Hourly compensation range is \$17 - \$21.

**To Apply:**

No phone calls please. Submit a resume and letter of interest as one document in Word or PDF format outlining 1) your experience with the requirements and 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 "Garden Hotline Community Educator Application". This position is open until filled. Applications received by October 30<sup>th</sup> 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.*

The job description does not constitute a written or implied contract of employment. Tilth Alliance reserves the right to revise or change job duties and responsibilities as the need arises. Requirements are representative of minimum levels of knowledge, skills, and experience required.