

**Position Title:** Education and Outreach Coordinator

**Position Reports to:** Director of Educational Programming

**Employment Status:** Full-Time

**FLSA Status:** Exempt

**About Grow Pittsburgh:**

Grow Pittsburgh is an urban agriculture non-profit.  Our mission is to teach people how to grow food and promote the benefits gardens bring to our neighborhoods.  We believe access to locally-grown, chemical-free fruits and vegetables is a right, not a privilege. We envision the day when everyone in our city and region grows and eats fresh, local and healthy food.

**Summary of Position:**

The Education and Outreach Coordinator is responsible for the overall coordination of educational programming and outreach at our production farm sites in Braddock and Point Breeze. Responsibilities include managing our apprenticeship program which offers paid part-time opportunities for individuals to gain hands-on growing experience at our sites along with supplemental off-site learning. In addition, this person will coordinate on-farm volunteer opportunities and lead our efforts in connecting neighbors to the many opportunities at our farm sites. Occasional weekend and/or evening work will be required.

**Responsibilities:**

Planning

* Serve as primary recruiter for new apprentices, including targeted outreach to partner agricultural organizations, technical schools and the general public
* Work with Farm Managers and local experts to organize and offer ongoing educational opportunities along an articulated program plan
* Create opportunities in partnership with local organizations, businesses and farms to connect outgoing apprentices to new opportunities and jobs within the food system and in support of their personal goals
* Help coordinate workshops for the general public

Program

* Coordinate yearly hiring process for new apprentices with specific focus on hiring individuals in Braddock, Homewood and Point Breeze (locations closest to the farm sites)
* Manage day to day aspects of seasonal apprentice program and serve as primary contact for current and graduated apprentices
* Organize general volunteer opportunities, tours and outreach events to encourage community participation on our sites.
* Plan and implement farm-stand based outreach and educational programming.
* Perform regularly scheduled check-ins with sites managers and apprentices, focused on educational goals
* Plan, execute and participate in field trips, workshops and other educational activities for apprentices throughout the season
* Develop and maintain relevant data and metrics related to outreach events and the apprenticeship program

General

* Assist farm managers on-site at busy times of the year, including but not limited to spring planting and seedling sales
* Assist with general outreach and education across the organization
* Attend relevant community outreach events on behalf of Grow Pittsburgh

**Qualifications & Skills:**

* Experience in community organizing and outreach required
* Experience with field-based educational programming preferred
* Passion, experience and/or interest in food growing
* Outgoing, friendly and confident in public speaking and individual relationship building
* Proven commitment or connection to Homewood, Point Breeze, and/or Braddock and greater Mon Valley region preferred
* Independent and organized self-starter
* Experience working on teams with multiple internal and external partners
* Passion for Grow Pittsburgh’s mission to teach people how to grow food and promote the benefits gardens bring to our neighborhoods
* Physical needs of the job: Sitting, standing and lifting
* Able to lift up to 30 pounds
* Able to work outdoors in all weather conditions (heat, humidity, rain and cold)
* Strong computer skills: proficient in Microsoft Word, Excel, PowerPoint, salesforce experience preferred

**Benefits:**

Salary commensurate with experience.  Great benefits package, including medical, vision and dental coverage. Mileage reimbursement and partial cell phone reimbursement. Professional development budget provided.

**Equal Opportunity Employer:**

Grow Pittsburgh is an equal opportunity employer and does not discriminate based on race, color, religion, sex, gender identity/expression, sexual orientation, national origin, age, disability or belief.  We encourage a diversity of candidates to apply for the position.

**To Apply:**

Qualified candidates should submit their resume and cover letter to Jake Seltman at jake@growpittsburgh.org no later than **September 11th, 2015**. In your email title please list **Education and Outreach Coordinator.**

Please visit our website to learn more about our programs and our regular volunteer days at Shiloh and Braddock Farms. www.growpittsburgh.org