



OPEN POSITION: EDUCATOR & PROGRAMMING COORDINATOR

The Talking Farm (TTF) in Skokie, Illinois is currently seeking an energetic, extroverted individual for the position of Educator & Programming Coordinator. If you have a background in garden education and horticulture or farming and are looking for an opportunity to merge those skills in a role for a sustainability-focused non-profit organization, this could be the opportunity you've been looking for!

POSITION OVERVIEW

The Educator & Programming Coordinator will administer, coordinate and execute TTF educational and volunteer programs, reporting to the Executive Director, as well as interface directly with program partners. The position will require a blend of skills in the areas of garden education and garden cultivation and maintenance. Some gardens are off-site at program-partner facilities or schools. Must be able to manage and execute existing educational curricula and volunteer programs as well as build new programs. This position is part-time, year-round, approximately 20-30 hours per week during the summer with reduction in hours to 10-15 hours/week during late fall/winter.

JOB DUTIES

- Maintain school and partner edible gardens, performing all tasks relating to crop planning, cultivation, soil health, composting, pest management, seeding, watering, pruning, weeding, harvesting, processing produce and winterizing gardens
- Teach with people of all ages about gardening, sustainability, and issues related to the environment and urban farming.
- Develop age-appropriate curricula and activities related to gardening, sustainability, and the environment and set goals for programming outcomes
- Willing to successfully and thoughtfully lead and mentor high-school aged constituents in after-school programs
- Participate in and lead groups and classes and set programming goals
- Work positively, collaboratively, and sensitively with client-partners, respecting and responding to their needs and developing healthy, sustainable relationships
- Keep in constant communication regarding programming needs and report regularly on programming goals
- Ability to commute to school gardens in Skokie/Evanston/North Chicago areas
- Possess valid driver's license and, ideally, a car to easily commute to school sites
- Ability to lift 30 lbs; bend and crouch; walk on uneven surfaces, use hands and arms to pick/pull/grasp; be around stinging insects; see at close range, as well as at a distance; hear and speak to communicate with staff, volunteers, students, and the public; and work outdoors in all types of weather.
- Develop new programming and actively participate in expanding programming

QUALIFICATIONS/EXPERIENCE

- Experience in gardening, farming, or horticulture
- Experience in garden education either in a school or community setting a plus
- Experience in building engaging programs
- Ability to collaborate positively with farm staff, interns, volunteers, and program partners to engage them in educational and volunteer programs and ensure the quality of the programs
- Experience with independently writing and developing educational curriculum, content and supporting program materials
- Ability to represent the organization and advocate positively and professionally for its mission
- Ability to start and set up gardens from soil and seed and close them down at the end of the season
- Ability to maintain and keep accurate records, participate in programming meetings and calls via videoconference, and communicate successfully via email.

COMPENSATION/APPLICATION

Compensation: \$20/hour to start, or commensurate with experience. (3) days PTO and up to (5) days paid sick leave. Qualified candidates should submit a resume with cover letter, including salary requirements, along with two professional references to jobs@thetalkingfarm.org. All applicants must complete an application.

WHO WE ARE

TTF began in 2006 out of the grassroots efforts to improve our food system. TTF is a local leader in urban agriculture with hands-on experiential educational programs at schools, community organizations, and on our 2.75-acre urban farm, the Howard Street Farm. Since TTF began developing its urban farm in 2010, it has grown significantly, developing more than 1.5 acres of farmland and administering multiple educational programs with community organizations and schools. TTF produces over 16,000 pounds of produce every year that it distributes to the community through restaurants, a membership program, farmers' markets, and food kitchens. TTF's mission is to provide education, example, and hands-on experience to members of the community to expand the awareness, importance, and availability of food grown sustainably.

The Talking Farm provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sexual orientation, sex, gender identity, national origin, age, disability or genetics.

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