



OPEN POSITION: EDUCATOR & PROGRAMMING COORDINATOR

The Talking Farm (TTF) in Skokie, IL is currently seeking an energetic, extroverted individual for the position of Educator & Programming Coordinator. If you have a background in outdoor 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 for you!

POSITION OVERVIEW

The Educator & Programming Coordinator will develop, administer, coordinate, and execute TTF educational and volunteer programs, reporting to the Executive Director. The position will require a blend of skills in the areas of garden education, cultivation, and maintenance. Some gardens are off-site at program partner facilities and schools and require interfacing directly with program partners. This position manages and executes existing educational curricula and volunteer programs while also building new programs. This position is full-time, year-round, salaried, 40 hours per week, some of which may include independently working from home or offsite. During the growing season, a significant portion of this position's time will be spent planning, administering, and coordinating programs, as well as managing and cultivating all educational gardens. In the winter, this position will administer limited programming, perform outreach to onboard new partners and corporate groups, and plan for the year ahead.

JOB DUTIES

- Teach people of all ages about gardening, sustainability, and issues related to the environment and urban farming.
- 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
- Develop age-appropriate curricula and activities related to gardening, sustainability, and the environment and set goals for programming outcomes
- Teach and lead classes and groups independently and with program partner staff
- Work positively, collaboratively, and sensitively with client-partners, respecting and responding to their needs and developing healthy, sustainable relationships
- Develop and keep track of individual program budgets and invoices, develop and distribute relevant documents pertaining to work agreements and budgets to all partners in a timely manner
- Coordinate with farm staff about workdays and volunteer events, including scheduling and activities
- Keep in constant communication regarding programming needs and report regularly on programming goals
- Develop new programming and actively participate in expanding programming
- Serve as an outward face of the Talking Farm at local community events, fairs, and onsite at the farm during events.

QUALIFICATIONS/EXPERIENCE

- Experience in outdoor education with various age groups (experience with garden, horticulture, farming, environmental science or sustainability is a plus)
- Experience in gardening, farming, or horticulture
- Experience in building engaging educational 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 growing season
- Ability to train, coordinate, educate, and delegate responsibilities to interns and volunteers
- Ability to maintain and keep accurate records, participate in programming meetings and calls via videoconference, and communicate successfully via email.
- Possess a valid driver's license and, ideally, a car to commute to school sites and transport supplies in Skokie, Evanston, Wilmette, and surrounding areas.
- Ability to lift 40 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.

COMPENSATION/APPLICATION

Compensation: \$45,000.00 annually. Up to fifteen (15) days paid time off annually. Qualified candidates should submit a resume with a cover letter and two professional references to jobs@thetalkingfarm.org and angela@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.

