



## Education Coordinator

DC Greens, a non-profit organization that uses the levers of food education, food access, and food policy to advance food justice in the nation's capital, seeks an Education Coordinator. The Education Coordinator will be responsible for working with the school-based team to execute programmatic goals and responsibilities.

The ideal candidate will possess a strong understanding of and passion for farm to school work and be a proactive problem solver, with strong organizational and communication skills. They will have the ability to maintain a realistic balance among multiple priorities and deadlines. DC Greens prioritizes an equity framework in our program development and delivery, and seeks a candidate that shares our commitment. The Education Coordinator will report to the Farm to School Director.

### Key Responsibilities

#### Program Coordination and Logistics

- Provide technical support and lead logistics for School Garden Market Program
- Support Farm to School Director with school food initiatives in DC Public Schools and Charter schools including Good Food Purchasing Policy Coalition meetings and weekly school lunch visits and reporting
- Provide administrative and evaluative support on the Trellis Program

#### Community Engagement

- Increase community engagement and buy-in across all school-based programs
  - Conduct ongoing outreach to schools in order to continue to grow the School Garden Market Program
  - Conduct ongoing outreach to relevant stakeholder groups and individuals to ensure broad and diverse participation in DC School Food, Farm to School Network events, and the Trellis Program
- Represent DC Greens and the school-based programs at relevant events

#### Communications

- Compile the monthly Farm to School e-newsletter including soliciting highlights from local farm to school partners
- Collect photos and quotes from school garden markets, teacher trainings, and farm to school events for blog posts, newsletter articles, and social media posts on a weekly basis
- Increase equitable utilization of local farm to school and early childhood education resources including DC Urban Farmer Trading Cards, Farm to School Approved trailers, School Garden Tour materials, etc.

#### Equity Strategy and Analysis

- Contribute an equity lens to all of our school based programs

Other duties as assigned. DC Greens is a supportive and collaborative office space, and all staff may, at times, be called in to support on tasks that are outside of their core responsibilities.

## Qualifications

- Bachelor's degree with 1-2 years of related farm to school experience or High School/Associate's degree with 5+ years experience in farm to school
- Must be able to pass a background check
- Ability to self-start, work independently and achieve high standards to meet multiple deadlines
- High attention to detail
- Excellent written, verbal and interpersonal ability/skills
- High level of proficiency in Microsoft Office Suite and Google Drive
- Prior experience working with database systems, particularly Salesforce
- Exhibit a high degree of professionalism, business judgement, tact and diplomacy
- Excellent problem-solving skills
- Commitment to the vision and mission of DC Greens' work
- Ability to lift 20lbs and be able to stock and move supplies from various locations

## Salary & Benefits

This is a full-time (40 hours/week) position, salaried at \$42,000 with generous benefits (medical/dental/vision, disability/life insurance, 25 days PTO, employer match on retirement contributions after 2 years, flexible schedule), and a welcoming office setting that strives to provide healthy opportunities for employees to be comfortable, and to treat each other as human beings.

## How to Apply

DC Greens is an equal opportunity employer. **We strongly encourage** and seek applications from people of color, including bilingual and bicultural individuals, as well as women, and members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical status. Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application.

If interested, email a cover letter and resume to [hring@dcgreens.org](mailto:hring@dcgreens.org). Please put "Education Coordinator" in the subject line and save your cover letter and resume as a single attachment labeled "LAST NAME, FIRST NAME\_Application." The deadline to apply is August 20, 2017, 11:59 pm EST. Anticipated start date is early to mid October.