



POSITION DESCRIPTION

EDUCATION COORDINATOR

March 2017

Classification: Year-round, full-time, exempt

Supervisor: Community Cultivator

ABOUT 47 DAISIES

47 Daisies is a non-profit working farm with a mission of nurturing community through sustainable cultivation of the highest quality food, preservation of the farm's land base, and celebration of a vibrant future for farming, nature and the interconnections of human needs and whole ecosystems. We are located on a gorgeous 50 acres in Vassalboro in Central Maine, where we produce Certified Naturally Grown vegetables, berries and mushrooms to supply our Food Access Program, retail store, farmer's markets and CSA. Our fields, woods and wetlands provide an outdoor classroom for connecting all ages to food, farming and the natural world.

SUMMARY OF POSITION

Working with the Community Cultivator and Customer Relations Manager, the Education Coordinator creates, organizes and implements community education and outreach programming at 47 Daisies. The position will require weekend and occasional evening hours.

DUTIES & RESPONSIBILITIES

Duties will include:

- In consultation with other staff, create and carry out education program activities to support the mission of 47 Daisies
- Prepare the venue for all community events. This includes but is not limited to planning for and managing logistics for all activities and events, including room preparation, signage, parking, trail readiness, etc.

- Welcome visitors to 47 Daisies, providing information and orientation to support a positive experience for every visitor
- Maintain education and outreach program gear
- Assist with promotion and publicity of program activities
- Assist with program evaluation and fundraising, as requested
- Maintain excellent communications with other members of the 47 Daisies team to support effective program delivery, volunteer recruitment and donor relationships
- Provide occasional staffing of the 47 Daisies Community Store and farmer's markets, as requested
- Provide occasional support for all aspects of the farm (e.g. pick berries, weed, wash veggies)

QUALIFICATIONS

At 47 Daisies we look for caring, compassionate, enthusiastic people committed to building community and improving lives. We seek a college graduate who possesses motivation and enthusiasm for teaching all ages about the wonders of food, farming and the natural world. 47 Daisies is a hard working nonprofit farm and you are expected to join the fast paced, fluid and active weekly schedule that the organization dictates. This is a demanding position that is both challenging and rewarding. A good match for the organization is a highly adaptable person with a positive attitude, initiative, strong work ethic, and ability to communicate.

Specific desired qualifications include:

- Education, training, and experience in planning and presenting field-based environmental and natural history education programs
- Experience in and enthusiasm for working with youth
- Demonstrated ability to work as part of a team but with minimal supervision
- Demonstrated ability to manage and meet deadlines
- Demonstrated organizational skills and great attention to detail
- Ability to work effectively with the people of all ages and life experiences who are 47 Daisies visitors, participants, supporters, volunteers and staff