Sprout City Farms Program & Outreach Coordinator (part-time)

Hiring at Mountair Park Community Farm for 2020

Sprout City Farms (SCF) is looking for individuals able to play an integral role in helping realize its mission and vision: to cultivate educational urban farms that engage and strengthen communities, and establish a network of accessible farms throughout the city that nourish, and are nourished by, their surrounding community.

About Sprout City Farms: SCF is an urban agriculture nonprofit, founded in 2010 in response to growing interest in utilizing social and physical resources to create healthier, more resilient local food communities. Since then, SCF has successfully transformed 3.5 acres of underutilized urban land into fertile ground that produces 14 tons of healthy food annually and nourishes thousands of people in the metro-Denver community. So far, we have built:

- the Denver Green School (DGS) Community Farm, a 1-acre organic vegetable farm on the grounds of the Denver Green School, built in partnership with Denver Public Schools in 2011;
- the Mountair Park (MAP) Community Farm, a 1.5-acre organic vegetable farm on the grounds of Mountair Park, built in partnership with the City of Lakewood in 2014;
- the Dahlia Campus Farm, 1-acre organic vegetable farm at the Dahlia Campus for Health and Well-Being, built in partnership with the Mental Health Center of Denver from 2015-17; this site is now managed by MHCD;
- In 2020, we are working with Jack's Solar Garden in Longmont on buildout of a 2-acre agrivoltaics site, growing produce underneath solar panels and creating incubator farm plots.

We are seeking a Program & Outreach Coordinator to plan and implement programs and outreach efforts at the Mountair Park Community Farm, in collaboration with our Farm Manager and under the direction of the Executive Director. As a developing nonprofit, our small staff works closely together to implement the goals of the organization as SCF continues to grow. We are looking for a qualified candidate to spearhead the growth needed to take Sprout City Farms to the next level!

Desired skills and qualifications:

1. Community organizing and/or program development experience.
2. Ability to work as a team player, with people from diverse backgrounds, including students/youth, people of different cultures, etc.
3. Willingness to take initiative and manage multiple tasks.
4. Strong oral communication skills in both English and Spanish preferred.
5. Pragmatic and outcome-driven, yet positive and forward thinking.

6. Strong organizational and analytical skills.

7. Experience managing volunteers and working with children, and comfortable speaking in front of people.

8. Ability to work independently and outside a traditional office setting.

9. Proficiency with Microsoft Word, Excel, Google Drive, and social media platforms including Facebook, Instagram, Twitter.

10. Reliable transportation when necessary (able to take trips to store to pick up needed materials, and travel to meetings, farm site, events, etc with event materials).

11. Punctuality and flexible availability including working some weekends and nights.

12. Passion for helping develop a more sustainable and just local food system.

13. Preference will go to local residents rooted in the community surrounding the farm.

Duties and Responsibilities:

Education Programs:

- Manage development and implementation of farm-based educational and volunteer programs in collaboration with Farm Managers and Executive Director, including:
  - soliciting and signing up groups for volunteer days,
  - collaborating with teachers on Farm to Classroom and soliciting schools to visit the farm for field trips,
  - planning and running Farm Camp (June - July),
  - coordinating tours,
  - planning and implementing cooking demonstrations at select Wednesday CSA pickups and various Farm Stands (June - October),
  - and other programs for youth and adults throughout the season.

- Assist Farm Manager with education of farm interns, apprentices, work shares, and other volunteers.

Community Engagement:

- Work with varied stakeholders and SCF staff to develop, customize, and promote farm, food and education programs and events that align with community needs. Work with SCF staff for goal setting, planning, and scheduling, and manage implementation of outreach efforts at MAP
Community Farm.

- Work with Farm Manager to track participation in food access programs and community events, including gathering community input and feedback to inform program planning and evaluation.
- Manage community partner communications, including facilitation of MAP Community Advisory Committee, and other relevant meetings.
- Survey residents (door to door) of surrounding neighborhoods.
- Plan and execute spring and fall community celebration events at the farm.
- Represent SCF at various off-site community events to promote the farms and their programs.
- Help develop new partnerships with community-based organizations.
- Help manage SCF’s social media, including regular photographing of and posts about the MAP Community Farm and its activities throughout the season.
- Ensure that MAP Community Farm programs embody SCF’s Mission, Vision and Core Values.

General & Administrative:

- Manage programs-related purchases, follow purchasing protocol, and stay within the budget.
- Provide accurate recordkeeping and reporting on project outcomes, including written monthly updates to the Farm Manager and ED and participation in regular staff meetings.

Time Commitment and Compensation

This is a part-time seasonal position at 20 hours per week beginning April 1, 2020 and ending October 31, 2020. **This is a new position and the term may be extended as the budget allows. Compensation is $14 an hour for a total compensation of $7,840 for the time specified above. All SCF positions are currently field-based/home-office. The preferred candidate will be a self-starter who is able to effectively work independently. Requests for time off must be submitted for approval; approval of requests is dependent upon staff schedule coordination and the needs of the organization.

Contact:

To apply, please submit a .pdf of cover letter, resume, and 2 references by February 28, 2020 to:

Meg Caley, Sprout City Farms Co-Founder and Executive Director

Email: apply@sproutcityfarms.org

Mail: P.O. Box 7536 Denver, CO 80207

For more information on SCF, please visit our website at www.sproutcityfarms.org and our facebook
*Sprout City Farms follows an equal opportunity employment policy and employs personnel without regard to race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, physical or mental ability, veteran status, military obligations, marital status, transgender status, gender identity, ancestry, gender, political service, affiliation or disability.

This policy applies to all Sprout City Farms employees, volunteers, members, clients, and contractors. This policy also applies to internal promotions, training, opportunities for advancement, terminations, outside vendors, members and customers, service clients, use of contractors and consultants, and dealings with the general public.*