



Greater Newark Conservancy

Farm to School Education Coordinator

Greater Newark Conservancy fosters collaboration in our community at the intersection of environmental, food, and racial justice to promote the health and well-being of Newark residents. Our programs work to reverse the long history of systemic racism to improve social determinants of health by expanding access to green spaces, nutritious food, wellness education, and youth development. See website at www.citybloom.org.

POSITION DESCRIPTION:

The Farm to School Education Coordinator will play a key role in facilitating Greater Newark Conservancy's Farm to School education programs which serve elementary and secondary schools throughout Newark. The Coordinator will interface with our Newark public school partners, FoodCorps NJ/NYC team, and FoodCorps service members serving at the Conservancy. The Coordinator will provide technical assistance and support to schools throughout Newark seeking to create and sustain garden programs.

This position will support the Conservancy's mission by building a robust garden-based education and farm to school movement in Newark.

Reports to: Director of Youth and Family Education

SCHOOL INTERFACE: (30%)

- Meet with school representatives to develop a school year plan using the FoodCorps Menu and Action Plan
- Maintain regular communication with school advisors
- Conduct regular visits to schools for classroom observation, garden technical support,
- Assist FoodCorps service members in planning year-long calendar of taste tests
- Work with Director of Youth and Family Education to review and revise Farm to School curriculum
- Collect, organize and maintain evaluation records including program goals, metrics, outcomes and achievements; and assist in preparation of evaluation reports

SERVICE MEMBER SUPERVISION: (30%)

- Direct and train FoodCorps service members
- Facilitate weekly group and individual check-in meetings

FOODCORPS INTERFACE: (10%)

- Review and approve weekly service member timesheets
- Participate in required FoodCorps training and meetings

SCHOOL GARDEN SUPPORT: (30%)

- Supervise teen interns to provide summer school garden maintenance
- Conduct site visits and provide technical assistance and consulting support to schools

- Help build Newark Network of School Gardens; produce regular social media posts; write monthly newsletter; assist in creating and hosting workshops

ADDITIONAL RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- Participate in regular relevant community meetings
- Support and assist with cross-department collaborative programs and activities
- Other duties as assigned by Director of Youth and Family Education.
or Executive Director

QUALIFICATIONS:

- BA/BS or work equivalent*
- Commitment to racial and environmental justice
- 2+ years experience working with students in formal or informal settings
- *3+ years professional experience in education, nonprofit or public health sectors
- Familiarity with organic growing methods, composting, pest management, garden maintenance
- Creative problem-solving skills
- Excellent communication skills, both written and verbal
- Self-starter who can work well independently and as part of a team
- Strong people management, interpersonal, and supervisory skills
- Ability to organize and maintain detailed records
- Strong writing, communication and computer (Google suite, Microsoft suite, virtual platforms-Zoom, WebEx) skills
- Valid driver's license, clean driving record required
- Must be able to work outdoors and perform gardening tasks
- Knowledge of Spanish and/or Portuguese helpful

COMPENSATION: \$36,000-40,000 plus benefits

SEND RESUME AND COVER LETTER TO:

Sarah O'Leary (she/her)
Director of Youth and Family Education
Greater Newark Conservancy
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