AG Education Program Coordinator

Requirements:

• Ability to initiate communication with school administrators, teachers, club leaders. Develop long-term relationships with school administrators, teachers and PTA advisors.
• Solid written and oral communication skills and excellent phone manner.
• Ability to work independently in a dynamic, grassroots nonprofit environment.
• Strong attention to detail and ability to work with team.
• Ability to develop effective work plans, set priorities, organize details, and meet deadlines.
• Ability to relate, interact and teach elementary school students.

Preferred Qualifications:

• Strong communication skills a must.
• Ability to work with and engage youth
• Bachelor degree in agricultural education, nonprofit management, communications, or related subjects.
• Proficient in Mac computers, Microsoft Office, Excel, Word, social media platforms, Asana, Acuity, Prezi.
• Experience in agricultural sciences, including soil, plant biology, beneficial insects and agricultural literacy and education a plus.

Responsibilities:

• EDUCATION: 15 hours/week
  • Teach curriculum at Petty Ranch field trips. (10 hours)
  • Conduct education classroom presentations at schools.
  • Contribute to program curriculum, lesson plans and content.
  • Distribute education pre-test during classroom presentation.
  • Collect education post-test during field trip presentation.
  • Conduct speeches
  • Train part-time field trip team at Petty Ranch.
  • Attend VC education events on behalf of SEEAG. 5 events a year.

• ADMINISTRATION: 5 hours/week
  • Enter pre and post test results into database.
  • Conduct new outreach schedule classroom presentations and field trips among schools, after-school clubs, children’s programs.
  • Assist in designing education program marketing collateral.
  • Assist with coordination of event logistics.
  • Organize student letters received from Farm Lab. Post letters to SEEAG FB Page.
  • Attend SEEAG annual events on behalf of SEEAG.

Days per week: 15 hours per week at schools throughout VC and at Petty Ranch in Ventura, CA, 5 hours in office with occasional additional hours for special events.
Salary: $20/ hour