



## URBAN TREE CONNECTION

4159 W. Girard Ave.  
Philadelphia, PA 19104

Urban Tree Connection (UTC)'s mission is to work with residents in historically marginalized urban communities to revitalize their neighborhoods by transforming abandoned open spaces into safe and functional places that inspire and promote positive human interaction.

<b>Job title</b>	Community Education Coordinator	<b>Depart.</b>	Programs
<b>Reports to</b>	Executive Director	<b>Status</b>	Full-Time, Salaried

### Position Summary

UTC's Community Education Programs aim to promote health and wellness, and leadership development among multigenerational groups, primarily in the Haddington neighborhood of West Philadelphia. The Community Education Coordinator is responsible for leading UTC's community education programming which includes managing and coordinating the Teen Apprenticeship Program and multi-generational health and wellness workshops; and cultivation of community leadership development and stewardship of UTC's scattered community garden sites.

### Duties and responsibilities

#### Community Building & Stewardship

- Manage all aspects of community education programming in alignment with the mission and forward vision of the organization.
- Maintain scattered community garden sites (weeding, composting, trash clean-up, cardboarding, etc.) and tend to beds to ensure the best cultivation of culturally relevant crops. Host garden work days with community members and children at the various gardens, developing community support and stewardship of sites.
- Support the Farm Manager in developing a culture at Neighborhoods Farms that is open, welcoming, and invites community members to be a part of the farm via hosting community events, workshops, tours, etc.
- Recruit, hire, and provide mentorship to Teen Apprentices; coordinate all aspects of programming from assigning focus areas, identifying/developing projects, developing schedules, follow-ups/reflection, scheduling and coordinating field trips and skill-shares with other farms, etc.
- Develop curriculum for the Teen Apprenticeship program; provide 1:1 mentorship to Teen Apprentices and support their skill development. Develop a training for staff/community members on effectively mentoring Apprentices.
- Lead and facilitate workshops relating to sustainable urban agriculture, health and wellness, food, land and environmental justice for youth and adults.
- Plan, coordinate and implement community events, and forums in partnership with UTC Staff and Neighborhood Foods Co-op.
- Connect and build relationships with other farmers, educators and food justice advocates (etc.) that align with UTC's vision and strategy.

#### Management/Admin

- In cooperation with Director, seek, hire, orient, train, manage, and evaluate program staff.



## URBAN TREE CONNECTION

4159 W. Girard Ave.  
Philadelphia, PA 19104

- Supervise, train, and inspire seasonal educators, interns, non-farming UTC staff, and volunteers – providing regular feedback of their performance and development.
- Regularly track and record data related to community education programs (sign in sheets, registration forms, food production, surveys, etc.); develop outreach materials for community events / forums; develop curriculum and educational materials.
- Attend UTC staff meetings, participate in fundraising events, contribute / complete grant applications and reports related to community programs and events (as appropriate, in coordination with the Executive Director).
- Ensure all timesheets, receipts and reimbursements and other admin related documentation and record keeping are submitted from the programs department in a timely manner.
- Manage the programs budget and aim to meet projected financial goals.

### Qualifications

- **Education:** Must have obtained a high school diploma and/or G.E.D. equivalency. College degree, and experience strongly preferred.
- **Experience:** A minimum of three years of experience in working with young people and/or in multi-generational community-based programming. A minimum of two years of experience with sustainable gardening, farming, horticulture or landscaping. Extensive experience working in urban communities and communities of color – with a social justice framework.
- **Skills:** Excellent communication and interpersonal skills; ability to develop curriculum; facilitate meetings and workshops, and coordinate events; Ability to manage several community garden sites; and build strong relationships with community members. Proficiency in Microsoft Office and various online platforms.
- **Abilities:** Ability to lift 50 pounds; walk, stand, kneel, drive and bend for long periods of time; to work in varying weather conditions (heat, cold, wind, rain, etc.); to work in physically demanding environment as while modeling endurance and positivity.
- **Other Characteristics:** Commitment to racial, economic, environmental and social justice; respect for people of all cultures and backgrounds; open to personal growth and new experiences; demonstrate a passion for working with youth and community members.
- **Other Requirements:** Can pass all background checks as required by the organization. Having a driver's license and clean driving record is strongly preferred.

---

*UTC is an equal opportunity, affirmative action employer. People of color, women, working class people, lesbian/gay/bisexual/transgender, and people with disabilities are strongly encouraged to apply.*

Interested candidates should submit a resume and cover letter to [noelle@urbantreeconnection.org](mailto:noelle@urbantreeconnection.org) by March 1, 2017, with the subject line 'Community Education Coordinator Position.'