



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.

Job title	Community Education & Land Stewardship Coordinator	Department	Programs
Reports to	Executive Director	Status	Full-Time, Salaried

Position Summary

UTC's Community Education & Land Stewardship Programs aim to cultivate community leadership development and land stewardship among multigenerational groups and community, primarily in the Haddington neighborhood of West Philadelphia. The Community Education & Land Stewardship Coordinator is responsible for developing and implementing multi-generational programming which includes managing all children, youth and adult educational programming; and cultivation of community leadership development and stewardship of UTC's scattered farming and community garden sites.

Duties and responsibilities

Community Building & Stewardship

- Manage all aspects of community education and land stewardship programming in alignment with UTC's mission and forward vision. Support and carry out the organizational strategy.
- Build strong relationships with community members, apprentices, leaders and gardeners that support their leadership development and forward UTC's work and strategy.
- Ensure that all scattered community garden sites are maintained and planted up; garden beds are fairly distributed, and resources coordinated with growers. Host garden work days with community members, developing community support and stewardship of sites. Coordinate programming and events to promote highest community usage of sites.
- Support the Farm Manager in developing Neighborhood Foods Farm as the hub for events and programming (tours, workshops, etc.), establishing open hours and volunteer days, and developing a hands-on workshare program for community residents.
- Manage the Youth Apprenticeship Program, providing support and direction to Staff. Develop accountability systems, further expand and build upon the existing model, develop evaluative measures for impact with support from Executive Director (ED).
- With support of E.D. develop a signature curriculum for all educational / stewardship programming – utilizing agroecology/popular education principles and practices.
- Connect and build relationships with other farmers/growers, community organizers, educators and food justice advocates (etc.) that align with UTC's vision and strategy.

Management/Admin

- In cooperation with ED, seek, hire, orient, train, manage, and evaluate programs Staff.
- Supervise, train, and inspire programs Staff, apprentices, interns, and volunteers – providing regular feedback of their performance and development (i.e. develop training for Staff to effectively engage and work with youth people-apprentices).



URBAN TREE CONNECTION

4159 W. Girard Ave.
Philadelphia, PA 19104

- 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; 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.
- Seek opportunities for personal and professional growth and development that forwards UTC's work and strategy.

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. Experience in teaching and developing political education; using popular education methodology. A minimum of two years of experience with sustainable gardening, farming, horticulture or landscaping. Extensive experience working in urban communities and Black communities and/or communities of color. Experience as a community organizer is strongly valued.
- **Skills:** Excellent communication and interpersonal skills; ability to develop curriculum and programming; facilitate meetings and workshops, and coordinate events. Ability to manage several community garden sites; and build strong relationships with community members. Ability to lead and take direction. 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 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. Must have a driver's license and clean driving record.

UTC is an equal opportunity, affirmative action employer. Black and people of color, gender oppressed candidates are strongly encouraged to apply.

Interested candidates should submit a **resume and cover letter** to noelle@urbantreeconnection.org by February 1, 2017, with the subject line '*Community Education and Land Stewardship Coordinator Position.*'