Position Overview

Seed to Table (S2T) is a non-profit organization and farm that aims to model a sustainable food system while providing equitable access to fresh foods and opportunities for all to engage positively with nutritious foods. Seed to Table envisions a healthy and resilient community where all people, regardless of race, gender, geography, or socioeconomic status, have access to fresh produce that is nourishing, locally grown and keeping with their culture and preferences.

Our Seed to Table team is small but mighty and we are excited to welcome another team member as our Community Outreach and Education (COE) Coordinator. While the COE Coordinator wears many hats, their primary responsibility is connecting the Central Oregon community to food, wellness, and education. The COE Coordinator is a dynamic position; experientially educating community members of all ages through hands-on, farm-based science, and wellness education. Education and community connection must be a central passion for any COE Coordinator candidate. A normal day in the life of the COE Coordinator includes discovering seemingly invisible creatures in the compost pile, diving into the science of seeds, and leading culinary adventures on and off the farm. The ideal candidate will be experienced and passionate about many aspects of food systems including food security, health, and food justice.

We encourage people of color, women, LGBTQ people, religious minorities, recent immigrants, differently able, and applicants from different generational, economic and educational backgrounds to apply.

Position Details

Position: Community Outreach and Education Coordinator
Hours: 40 Hours/ Week (March- November 15th) and 20 Hrs/Week (Nov 15- Feb 15)
Reports to: Seed to Table Executive Director
Status: Full Time, Seasonal Employee
Compensation: $16.50 - $18.50 starting DOE

Nature and Scope of Work

1. Education Programs (.5 FTE)
As the COE Coordinator you will facilitate established Seed to Table farm field trips for grades 2nd-6th. The COE Coordinator is responsible for maintaining positive relationships with our four partner schools.

- Uphold and adapt Seed to Table series lessons for 2nd, 3rd, 4th, 5th, and 6th-grade. These developed 6-part series includes Next Generation Science Standards and aims to create positive connections for youth and fresh foods through experiential education. Lessons take place on the farm, and in the classroom.
- Uphold all COVID-19 protocol and parameters in a creative and professional manner.
- Develop and conduct pre and post-tests on the effectiveness of lessons and field trip series.
- Train and Coordinate Rogue Farm Corps Interns and volunteers to teach Sisters Elementary School garden club.
- Implement fresh foods taste testings at Sisters Elementary and Middle School three times per year.
- Assist with teaching and make guest appearances in the high school agriculture course.

2. Community Outreach (.3 FTE)

As the COE Coordinator you will develop and deepen partnerships between partner schools and community-led organizations. These partnerships aim to support intersecting community needs in Central Oregon related to Seed to Table’s mission.

- Participate in community conversations, workshops, and professional development to advance diversity, equity, and inclusivity across S2T programs.
- Participate in three annual community events to engage the community with S2T programs
- Implement S2T’s Summer on the Farm family program weekly
- Develop two community engagement events throughout the summer.
- Manage both Seed to Table’s Farmers Market stand and education series each Sunday at the Sisters Farmers Market (June-September).
- Co-manage the Fresh Food Farmacy Program with Executive Director, serving 20 families during the summer

3. Other (.2 FTE)

- Support grant writing, tracking, reporting and fundraising events.
- Manage the Education Program Budget
- Practice effective time management, completing all tasks within a 40 hour work week.
- Assist farm crew each Wednesday morning 7:00-12:00 for CSA harvest (June-Nov).
- Attend farm lunch crew meetings each Tuesday from 12:00-1:00 (Jun - Sept)
- Provide comprehensive photo documentation of all education programs
- Develop and maintain organized documents telling individual and community stories related to S2T programs.
- Co manage Food Bank distribution with farm manager and executive director
Education and Experience

● Bachelor's Degree in; Education, Agriculture/Environmental Science, Community Development, or related field preferred OR any combination of education and experience that provides the knowledge, skills and abilities necessary for successfully performing the responsibilities of the position.
● Experience with program management: fostering positive community connections, program planning and accountability, delivery, and evaluation; staff and volunteer development.
● Experience in teaching, in classroom and experientially.
● In-depth understanding of sustainable agriculture including: ecology, social and economic issues.
● Possess a combination of education and experience that provides the knowledge, skills, and abilities necessary for successfully performing the responsibilities of the position.
● Displayed ability, passion and dedication to support the Central Oregon community preferred.

Skills and Ability

● Must be committed to Seed to Table’s mission of connecting food, wellness, and education and our vision.
● Convey enthusiasm, personability, dedication, and professionalism in and outside of the work day.
● Must be motivated, driven, and comfortable advocating for personal needs.
● Excellent communication skills and comfort working with both children and adults.
● Work collaboratively with individuals of differing backgrounds including diverse languages, cultures, socio-economic status, age, and levels of education.
● Experience with Google Office products.
● Ability to physically work on a farm, in schools, and office settings. This includes sitting, bending, and lifting 30lbs.
● Desire and dedication to explore complex systems of inequity and oppression, both intentional and unintentional, and its impact on individuals and communities.
● Bilingual in both English and Spanish preferred.

General Flow and Schedule for the Year

*Please note that during the fall and winter of 2020 we will be doing some program assessments, thus the exact job duties and preferences may vary slightly from this posted job description.

There is a strong seasonality to our programs and work. The spring will be very busy with education programs and planning for summer, where the summer and fall there is more flexibility. Once the farmers market begins you will be working Sunday-Thursday from June 1 - October 1.

Spring Time (Full Time M-F)
K-12 Education Programming
Planning for Summer Programming
*4-6 hours of on-farm work each week, connecting with the veggies if allowable

Summer (Full Time Sun-Thurs)
Summer on the Farm
Veggie RX
Farmers Market Education Series and
Fresh Harvest Meal Kits Coordination
*10 hours of on-farm work each week connecting with the veggies if allowable

Fall (Full Time M-F)
K-12 Education Programming
Summer Programming Ends in September
*10 hours of on the farm work each week if allowable

Winter (Part-Time, 10-20 hours a week)
Community building and in-class cooking education if allowable due to COVID
Reporting and documentation catch up
Program Development
More hours (10-20 hours/ week) may be available teaching in the winter (November 15th-February 15th)

Please send a cover letter and resume to audrey@seedtotablesisters.org with “Community Outreach Position Resume: Your Name” in the subject line

Applications are open until the position is filled