



WOLFE'S NECK FOR AGRICULTURE & THE ENVIRONMENT CENTER

EDUCATION PROGRAMS & OUTREACH COORDINATOR

184 Burnett Road, Freeport, ME 04032
Phone: (207) 865-4469 | Fax: (207)
865-4884
wolfesneck.org

A Bit About Us

Wolfe's Neck Center for Agriculture & the Environment seeks to transform our relationship with farming and food for a healthier planet. On our 626 acres of diverse ecosystems we farm, conduct agricultural research on soils and climate change, and invite visitors to engage with the food system and the role we all can play in building a more just and sustainable future. The farm is within a unique mix of ecosystems—creating a remarkable and inspiring place for visitors of all ages to learn and play. Our educational programs are growing and currently include summer farm camp, school programs, school vacation camps, after-school programs, weekly and weekend programming for families, Teen Agriculture: Training Farmers, Feeding Mainers, and the Organic Dairy Research and Farmer Training Program. Wolfe's Neck's education programs use our unique landscape to facilitate hands-on farm-based experiences. Wolfe's Neck also manages a community garden, Community Supported Agriculture (CSA) program (including reduced-price shares allocated for SNAP recipients), farm store, oceanfront campground, and several seasonal community events and festivals.

What is an Education Programs & Outreach Coordinator?

We are in the midst of exciting growth of our programming with continued development of our infrastructure to meet our transforming needs. Our Education Programs & Outreach Coordinator manages the details and logistics that keep our educational programming running smoothly, develops new and existing programs, and helps facilitate experiences on our farm. The Education Programs & Outreach Coordinator interfaces with just about everyone (staff, visitors, volunteers, program participants, parents, teachers, and so on). In addition to providing up-to-date information, the Education Programs & Outreach Coordinator is central to cultivating an inviting and friendly environment for staff and the community. Support and help coordinate our AmeriCorps service member and seasonal educational staff. Working closely with the Youth & Family Programs Manager and Director of Education, the Education Programs & Outreach Coordinator focuses on the development of our School Programs and Community Programs. The day-to-day of this position changes seasonally, and will continue to grow and develop with us.

Program Development & Outreach

Currently, our Community Programs connect a wide range of people to the farm and food/agriculture related issues. The Education Programs & Outreach Coordinator coordinates their implementation and staffing, budget oversight, evaluation, and develop new offerings, as well as ensuring all communications materials are up-to-date. The Education Programs & Outreach Coordinator develops opportunities for growth for our well-established School Programs, including outreach to new audiences and curricular development. This position also provides general support for our summer day camp program as needed. The Education Programs & Outreach Coordinator manages data collection to provide a sense of impact and success, information collected will be used to provide general support for grant proposals and reporting.

Logistical Support

Support all education staff and programs, including responsibility for all aspects of program registration and communications, record keeping, and outreach. As part of this, the Education Programs & Outreach Coordinator provides logistical support for all education programs and educators, and helps improve systems.

Farm-Based Education

As the core of our educator cohort, the Education Programs & Outreach Coordinator facilitates a variety of programs for groups and people of all ages and assists with all Education staff trainings.

Being Part of the Wolfe's Neck Team

Assist with special events and programs. Other tasks, projects, and responsibilities as requested or assigned by Managers and Directors throughout the organization.

What We're Looking for From You

We're looking for someone to join our creative, hardworking, and collaborative team as we connect tens of thousands of people to farming and envisioning a more just and sustainable food system. A good candidate for this position relishes digging into a variety of topics with youth as well as adeptly working behind the scenes to create experiences and manage logistics. We hope to work with a motivated self-starter who is attuned to the "big picture" while also managing details.

Requirements for this position include:

- Adjusting well under pressure on a day-by-day basis. Flexibility and adaptability to the changing needs of a flourishing educational farm will be important.
- Ability to accommodate a variable work schedule, including seasonal changes, some evenings, and weekends.
- First Aid/CPR certification. Ability to earn Wilderness First Aid certification will be required.
- Technological ease, including experience with all software within the Microsoft Office suite. Familiarity with Salesforce and Constant Contact would be an asset, and the ability to learn the basics of these programs.

Relevant Qualifications and Skillsets include:

- Experience working with youth. A background in experiential education is a significant plus.
- Proven experience with program and/or curricular development.
- Interest in farming, ecology, and the food system, and the ability to facilitate hands-on engagement with a working farm.
- A related degree, relevant higher education experience, and/or ample experience in educational nonprofits or schools.
- Ability to collaboratively develop program plans and effectively shepherd them to fruition, including training others and overseeing implementation.
- Works well independently and as a member of a high functioning team. Propensity to problem-solve individually and collaboratively, including effectively identifying when to seek help and when to act on your own.
- Ability to continue developing and maintaining community and partner relationships (e.g. with teachers and schools, community organizations, neighbors, area farmers).
- Well-organized, including time management and adeptly prioritizing and managing multiple projects (including adjusting as priorities and projects shift).
- Exceptional interpersonal skills and public communication abilities, including fantastic written communication, group facilitation, and hospitality. We appreciate a communication style that is proactive, clear, and compassionate.
- Desire to be part of a collaborative and dynamic work environment, and excitement to contribute to our vision for growth.
- Developing effective (and positive) working relationships with people from a variety of backgrounds.
- Related experience with non-profit organizations and/or in educational organizations would be fantastic, but is not required.

Compensation

The Education Programs & Outreach Coordinator is a year-round position. As a year-round employee the Education Programs & Outreach Coordinator is eligible for benefits offered by Wolfe's Neck Center for Agriculture & the Environment including: health insurance, dental insurance, paid vacation and holidays and our retirement savings plan.

Non-Discriminatory Selection Process

The Wolfe's Neck Center for Agriculture & the Environment, in accordance with federal Equal Opportunity Laws does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age, sexual orientation including gender identity or expression, veteran status, or physical or mental disability in the hiring of its employees. Applicants are selected based on their ability to perform the essential functions of the job, prior related work experience, and references from previous employers.

To Apply

Please submit your resume, contact information for three references, and a cover letter highlighting how your background and skills make you a good fit for this position. Email your materials to general@wolfesneck.org with Education Programs & Outreach Coordinator in the subject line. We will begin reviewing applications Dec. 4th, preference will be given to all applications received by December 8th. Applications will be accepted until the position is filled.