



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 & Outreach 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 & Outreach Coordinator is responsible for developing and implementing multi-generational programming which includes managing all youth and adult educational programming; and cultivation of community leadership development and engagement within our developing urban farming/gardening food and land systems.

Duties and responsibilities

Community Building

- Manage all aspects of community education programming in alignment with UTC's mission and forward vision. Support and carry out the organizational strategy.
- Build strong relationships with community members, youth apprentices, leaders and gardeners that support their engagement, leadership development and forward UTC's work and strategy.
- Manage all aspects of the Youth Apprenticeship Program, providing support and direction to Apprentices and 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 and implement curriculum for all educational / stewardship programming – utilizing agroecology/popular education principles and practices.
- Coordinate programming and events to promote highest community usage of sites in partnership with the Community Land Stewardship Coordinator and Farm Manager.
- Support and promote UTC community educational programming, community/farming events, markets, and gardens- broadly among community members and stakeholders utilizing effective outreach strategies; actively recruit residents to community gardens and programming.
- 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 and/or interns.
- 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 apprentices).



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- Regularly track and record data related to community education programs (sign in sheets, registration forms, youth timesheets, 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 build strong relationships with community members, promote community engagement/recruit community members, and develop leadership. 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. People of color, women, working class people, lesbian/gay/bisexual/transgender, and people with disabilities are strongly encouraged to apply.

Applications of a resume and cover letter should be sent to noelle@urbantreeconnection.org by March 15th 2019, with the subject heading, 'Community Education/Outreach Coordinator.'