



## **JOB DESCRIPTION**

- Title:** Program Coordinator
- Location:** Home and on-site events
- Start Date:** February 1<sup>st</sup> or until position is filled
- Reports to:** Executive Director
- Pay Rate:** Part time, 20 hrs/ week \$18.20/hour

## **ABOUT THE LIVING EARTH CENTER**

Living Earth Center is a non-profit organization that focuses on cultivating food and connection through hosting one of the largest community gardens in MN and the Blue Earth County Community Farm. These community growing spaces are designed to bring people together to share common ground by addressing food security, advocating for food sovereignty and connecting people through events and programming centered around regenerative education and community building.

## **ABOUT THIS POSITION**

The Living Earth Center Program Coordinator is someone who is interested and passionate about bringing people together to share common ground and cultivate community. Programs, conferences, and workshops are the primary way that Living Earth Center connects with the local community and bolsters thriving social ecosystems. The Program Coordinator creates unique and creative approaches to educating community members across all walks of life about food security and sovereignty, ecological and social justice, in addition to providing fun and engaging ways to connect people. Programs include but are not limited to: Open Mic Nights at the Garden, Community Common Ground Series, Sustainability Workshops, Food and Seed Swaps, Garden Classes, Cider Squeezes, Build your Own Pizza Nights, Bi-Lingual Programming, Farm to Table Dinners and collaborations with other organizations. The Program Coordinator works in collaboration with the Community Garden and Farm Managers, the Education Coordinator and the Event Committee to put on events that bring people together to have positive and healthy community impact.

### **Responsibilities**

- Collaborate with Farm Manager, Garden Manager, Education Specialist, and Finance Manager to generate creative ideas for inclusive, dynamic and engaging events and programs
- Chair event ad hoc conference and event committees
- Manage Community Common Ground Series
- Responsible for all promotion and marketing of events and programming including: poster design, PR statements, promotional interviews and other event marketing needs
- Responsible for outreach and coordination with speakers and instructors
- Responsible for all aspects of event registration management
- On site event management including coordinating volunteers, speakers, and participants
- Attend bi weekly staff collaborations to help generate ideas and trouble shoot challenges
- Generate event summary reports and feedback
- Various other duties as they arise

### **Preferred Qualifications**

- Demonstrated experience events or program management
- Valid driver's license.
- Current background check

### **Required Knowledge/Skills/Abilities**

- Exceptional organizational skills and attention to detail.
- Excellent communications (written and verbal skills).
- Flexible schedule with some weekends and evenings
- Capacity to supervise and mentor volunteers and interns.
- Experience working effectively with diverse populations from different socio-economic, age, cultural and spiritual backgrounds.

### **Hours and Compensation**

This is a part time staffed position for up to 20 hours a week at \$18.20/ hour. No benefits are provided

### **To apply:**

Visit [livingearthcentermn.org](http://livingearthcentermn.org)