External Education Manager

Organization and Program Description:
Wasatch Community Gardens (WCG) is a community-based, nonprofit organization dedicated to empowering people to grow and eat healthy, organic, local food. Since 1989, we have provided children, adults, and families in Salt Lake County with access to land and education for growing and eating fresh produce, while building and nurturing community connections through gardening and healthy food. We accomplish this through five main programs: Community Garden, Education, Youth and School Gardens, Job Training, and Volunteers.

Overview:
The External Education Manager reports to the Education Program Director and is responsible for developing and teaching organic gardening curriculum to adult community members and supporting the educational aims of WCG’s organizational events. This position requires foundational organic gardening knowledge and skills, teaching experience, and a passion for sharing knowledge with others. This position works closely with the Internal Education Manager, the External Relations Team for outreach and generation of social media content, and the Campus Site Manager to coordinate use of the teaching gardens.

Primary Responsibilities:

Classes (60%)
- Facilitate 25 or more indoor workshops, outdoor working labs, and webinars annually. Class topics can range from annual veggies, edible perennials, climate-smart gardening, food preparation and preservation, cultural foodways and traditions, small livestock and bees, and other plant subjects such as dying, flowers, and herbs.
  - Teach classes within areas of expertise using existing written curriculum and adapting class materials as needed
  - Help identify new class topics and develop curriculum for those topics, with review by Education Program Director
  - Create or facilitate classes that utilize WCG’s commercial kitchen and emphasize the “eat” part of our mission, ensuring sanitary kitchen and cooking practices
- Identify WCG staff or community members with expertise in new or existing class topics and host classes taught by these guest instructors
  - Orient guest instructors to WCG values and class standards
  - Provide administrative and in-class support to guest instructors
- Coordinate with Campus Site Manager and Internal Education Manager to timely plan, prepare, and manage WCG Campus areas used for new and existing curriculum (e.g., teaching gardens, trial gardens, insectary strips, polytunnel structure, edible perennial and fruit tree zones).
  - This may include selecting varieties, planting, seeding, potting up, applying amendments, pruning, trellising, harvesting, etc.
- Maintain/improve organization of class supplies in all storage areas
Educational Videos (10%)
- Manage, organize, and expand upon our catalog of educational videos, including social media reels, short “how-to” videos, and longer webinar-type videos
  - Collaborate with the Education Program Director and Internal Education Manager to create and capture educational video content, edit footage, and post online
  - Collaborate with the Education Program Director, Internal Education Manager, Marketing & Communications Team, and other WCG programs to regularly produce social media content on timely educational subjects that advertise WCG programming and classes

Partnership Programming (10%)
- Provide educational support to organizations serving historically marginalized communities, such as those who work with Native Americans, people living in subsidized housing, and people with behavioral or mental health issues,
  - Collaborate with the WCG Partnership Coordinator and partnering organization staff to create and implement regular or one-time educational programming, which may include hosting garden tours, developing curriculum and teaching mini-workshops, hosting food-based gatherings at the partner’s location or at WCG’s Campus or farm, etc.

Events (10%)
- Work with the External Relations Team to provide education content and instruction for special events and offerings, such as tastings, fundraisers, friendraisers, Giving Tuesday, Spring Plant Sale “Pals of the Plant Sale” classes, etc
- Work with Marketing & Communications Team to provide social media educational content and instruction for WCG signature events such as Spring Plant Sale and Giving Tuesday
- Provide support at WCG’s Spring and Fall Plant Sales and other WCG events, as needed

Additional Responsibilities (10%)
- Administer and manage participant surveys
- Track and report on demographic data for program participants
- Manage data for program activities using CiviCRM database
- Utilize Joomla! web platform to assist Education Program Director with website calendaring, class registration, and program website pages
- Coordinate with Education Program Director and Marketing & Communications Team to promote and market program offerings
- Collaborate with the Internal Education Manager and Education Program Director to support other activities of the Education Program as needed, including the Campus Tours, the selection of new varieties for the Spring Plant Sale, community science projects such as Trial Blazers, etc
- Engage in continuing education in organic gardening to increase knowledge and develop skills
- Documenting program activities with photographs, written protocols, and reports
- Attend and actively participate in staff meetings, team meetings, staff workdays, staff committees, trainings, etc. Such duties may change as needed

Required Qualifications/Experience:
Strong candidates will offer the following skills and experiences:
- Foundational knowledge of plants, organic gardening techniques, soil management, composting, organic fertilizing, organic weed/pest management, planting and transplanting methods, year-round growing, harvesting, and food preparation and preservation techniques
- Passion for experiential teaching and sharing knowledge with others
- Commitment to learning about and practicing anti-racism, inclusion, and equity in food justice
- Proficiency in Microsoft Office Suite, Gmail and Google Drive/Docs/Sheets/Calendar, and PowerPoint, or willingness to learn
- Proficiency with video recording, video editing apps, webinar apps, or willingness to learn
- Experience following food safety protocols or willingness to learn
- Ability to lift and move 25 pounds
- Ability to stand, work at ground level, and navigate uneven surfaces for extended periods of time
- Valid drivers’ license

Preferred Qualifications:
- Bachelor’s degree in agriculture, horticulture, environmental studies, education, nutrition and food science, or related field preferred; demonstrated experience in horticulture coupled with bachelor’s degree in other fields also considered
- At least five years of vegetable gardening using organic practices
- At least three years of teaching experience, including trainings, instruction, mentorship etc
- Ability to build relationships with students, visitors, event attendees, and other stakeholders
- Fluency in Spanish
- Positive and flexible attitude, ability to solve problems creatively, willingness to ask for help
- Strong verbal and written communication skills
- Photography skills

Hours:
This position is a full time position (40 hours per week), but can be executed at .8 FTE (32 hours per week) if preferred, with a proportional reduction in compensation. The schedule varies throughout the season and may require long work weeks in spring, and up to 25 weekends and 25 weekday evenings.

Salary and Benefits:
Compensation will be commensurate with qualifications and experience, with a hiring range of $40,000-$45,000 and a salary growth range of $40,000-$50,000 for a full time (40 hours per week) position. Includes health insurance, 401K, HSA, paid holidays, sick and vacation leave, and access to garden produce.

To Apply:
Please email the following materials to openings@wasatchgardens.org:
- Resume
- Names, titles, and phone numbers of three professional references
- Short response (one page total) to the following items:
  1. Why are you interested in this position?
  2. What strengths will you bring to our team and this position?

Please put “External Education Manager” in the subject line of your email. Applications will be accepted until 5:00 pm on Monday, November 27, 2023. Applications without references and responses to the questions above will not be considered.

People of color, people with disabilities, veterans, and LGBTQ candidates are strongly encouraged to apply. WCG is committed to providing equal employment opportunities for all employees and applicants for employment based on individual qualifications and without regard to race, religion, gender, age, national origin, mental or physical disabilities, sexual orientation, or any other similarly protected status. It is our policy to comply with all applicable laws governing employment practices and not to discriminate on the basis of any unlawful criteria. WCG values the diverse backgrounds of its employees and works to create an open atmosphere of trust, honesty, and respect. WCG is an equal opportunity employer and does not discriminate in its employment decisions.