



WCG Internal 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 six main programs: Advocacy & Justice, Community Gardens, Education, Job Training, Volunteers, and Youth & School Gardens.

Overview:

The Internal Education Manager reports to the Education Program (EP) Director and is responsible for supporting the internal educational needs of WCG's staff and programs. This position requires substantial organic gardening knowledge and skills, teaching experience coupled with a passion for sharing knowledge with others, and the ability to build relationships with staff, students, garden visitors, event attendees, and other stakeholders. This position works closely with WCG's program teams to identify areas where education support is needed for staff and program participants, and also works closely with the Campus Site Manager to establish and maintain teaching garden spaces at WCG's Campus.

While much of this work is internal-facing and caters to other WCG staff and program participants, this position is also responsible for key public-facing activities, including the facilitation of WCG Campus tours for adults, and the management of WCG's aridland-appropriate agriculture trial program.

Primary Responsibilities:

Internal Education 50% (~20 hours/week)

- Consult with program staff and organizational leadership to identify areas where education is needed to fully support participants in all WCG programs
 - For example: Providing perennial plant recommendations for school garden planning, facilitating informal educational opportunities for gardeners at various community garden locations, guiding hands-on plant processing sessions with Green Team members, guiding WCG Campus tours for donor events, developing fact sheets on organic pest management, etc.
- Consult with program staff and organizational leadership to identify topics for internal staff education, including topics of individual or group interest
 - For example: heat and sun safety, tool maintenance, food preservation techniques, recipes utilizing edible perennial crops, etc.
- Develop educational resources and content to support internal staff education needs
- Review, edit and manage relevant content created by staff for their program participants
- Coordinate with independent educators/experts to meet internal education goals

External Education – 15% (~6 hours/week)

- Facilitate indoor and outdoor workshops and educational events, in collaboration with EP External Education Manager:
 - Teach workshops within areas of expertise, using existing curriculum where available, and working with guest experts when appropriate
 - Help identify new workshop topics and develop curriculum for those topics for review by EP Director, with an emphasis on hands-on, experiential learning
 - Incorporate WCG Campus areas (e.g., insectary strips, polytunnel structure, edible perennial and fruit tree zones, commercial kitchen) into new and existing curriculum
 - Implement the offering of healthy snacks into as many workshops as possible to utilize WCG's commercial kitchen and emphasize the "eat" part of our mission
- Guide group tours of adults at the WCG Campus
- Provide in-class support to EP team and guest instructors

Gardening and Trial Program Management – 25% (~10 hours/week)

- Work with EP and YSP teams to develop and implement teaching garden elements at Campus
- Consult with Campus Site Manager regarding seed/plant ordering and obtaining supplies for growing in the Campus Strawbale Greenhouse
- Assist Campus Site Manager as needed in the teaching gardens with garden bed preparation, sowing, transplanting, pest management, and organic fertilizer applications in support of educational programming
- Oversee trial garden planning, planting, maintenance, data collection and analysis for the aridland-appropriate agriculture program. Engage gardeners and small farmers in related community science opportunities

Additional Responsibilities – 10% (~4 hours/week)

- Collect and analyze data to measure impact, in collaboration with EP Director
- Documenting program activities and processes to develop program structure and best practices
- Ensure sanitary kitchen and cooking practices when handling/preparing food
- Maintain/improve organization of workshop supplies in all storage areas
- Attend and actively participate in staff meetings, team meetings, staff workdays, and trainings
- Engage in continuing education in organic gardening to increase knowledge and develop new skills
- Assist with WCG community events including Spring Plant Sale, Tomato Sandwich Party, Giving Tuesday, Love Local Holiday Market, etc.

Qualifications:

Strong candidates will offer the following skills and experiences:

- Bachelor's degree in agriculture, horticulture, environmental studies, education, 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
- Passion for experiential teaching
- Positive and flexible attitude, ability to solve problems creatively, willingness to ask for help
- Commitment to learning about and practicing anti-racism, inclusion, and equity in food justice

Preferred Qualifications/Experience:

- Advanced knowledge of annual and perennial plants, organic gardening techniques, soil management, composting, organic fertilizing, organic weed/pest management, planting and

transplanting methods, direct seeding, year-round growing, harvesting, and food preservation techniques, or willingness to learn if not advanced in all categories listed

- At least three years of program management experience
- Strong verbal and written communication skills
- Ability to lift and move 50 pounds, and stand and kneel for extended periods of time
- Proficiency in Microsoft Office Suite and Google applications
- Experience following food safety protocols or willingness to learn
- Valid drivers' license in order to operate WCG vehicles

Work Environments:

- Office in-person (unless disallowed by public health order/recommendation), with the option for occasional remote work
- Wasatch Community Gardens' Campus, community gardens and farms
- Event locations

Hours:

This position is full-time (40 hours per week), but can be executed at .8 FTE (32 hours per week) if preferred, with a proportional reduction in compensation. Schedule varies throughout the season. This position requires occasional weeknight and weekend availability.

Salary and Benefits:

Compensation will be commensurate with qualifications and experience with a hiring range of \$45,000-\$50,000 and a growth range of \$50,000-\$55,000. Includes health insurance, Simple IRA, 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 "Internal Education Manager" in the subject line of your email. Applications will be accepted until 5pm, Friday, July 18, 2025. **Applications without references and responses to the questions above will not be considered.**

Applicant must submit to and clear a background check.

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.