

JOB POSTING – Educational Programs Coordinator @ theMOVE

POSITION: Educational Programs Coordinator

ORGANIZATION: theMOVE (the MA Outdoor Volunteer Experience) @ www.getoutma.org

COMPENSATION: \$15 per hour (no health or retirement benefits)

HOURS: 20 hours per week (flexible scheduling – will range 15-25 hours/week)

DURATION: Mid-April to Mid-November (exact start and end date are flexible)

LOCATION: Most work done remotely, meetings at home office in Porter Sq/Cambridge

OVERVIEW

theMOVE works to create a more conscious and engaged public citizenry, through farm-based social justice experiential learning. We do this by organizing reflective farm-volunteer workdays for diverse groups of all ages across Metro Boston – to offer a powerful, accessible, and engaging window onto the impacts of our daily choices, and to encourage a resulting sense of responsibility and stewardship. We visit farms all over the Boston area.

2010 was a very successful pilot year for us. We are now seeking an energetic Educational Programs Coordinator to operate our 2011 program. In 2011, we aim to organize 33 trips: 30 day trips and 3 weekend camping trips. We mostly work through community organizations to facilitate trips for their groups, but we also host open sign-up trips.

CORE RESPONSIBILITIES

The responsibilities of the position will vary, but will foremost comprise the coordination of farm-volunteer trips:

- (a) matching/scheduling groups with appropriate farms, and planning out trips (including varied transportation)
- (b) facilitating workdays, overseeing the work, and keeping volunteers motivated and cared for (we will strive to have two staff members on all trips; the programs coordinator will be asked oversee at least 2/3 of them)
- (c) leading reflective educational activities (sometimes including follow-up sessions at groups' program sites)
- (d) documenting trips with photos, stories, and other media, and organizing/posting them afterwards
- (e) administering a simple impact survey at end of trips, and tabulating data

Additionally, the educational programs coordinator will be responsible for:

- (a) conducting outreach to community groups to get new audiences excited about farm-volunteering
- (b) developing educational activities for use on trips, to expand our existing curriculum
- (c) providing participants with referrals to further community engagement/education opportunities
- (d) supporting the launch of our volunteer crew leaders program
- (e) supporting fundraising and community event organizing efforts as needed

All duties will be heavily supported by the executive director, as well as by the program assistant and volunteer staff.

KEY QUALITIES SOUGHT

Foremost, we're seeking someone who is extremely hardworking – who deeply enjoys the satisfaction of a finished product. The ideal candidate should also possess a high level of self-discipline and be capable of handling a flexible work environment (home office for meetings, otherwise working remotely), a flexible schedule (mostly working when you are able), and a flexible task list (multi-tasking and taking initiative on new projects). Other qualities sought:

Experience as an educator – especially in social/environmental justice contexts

Comfort and experience working with the diverse neighborhoods of Metro Boston

Comfort with computer/web applications – especially Microsoft Office and Google Docs

COMPENSATION + SCHEDULE

Compensation will be \$15/hour. We will meet at regular weekly times at our home office in Cambridge, and you will be asked to dedicate other blocks of time weekly (as your schedule permits) to working on projects remotely.

NEXT STEP

For more information on theMOVE, see our 2010 At a Glance (pdf) at www.tinyurl.com/theMOVEataglance.

If interested, please send a letter of interest and resume to Dave Madan (dave@getoutma.org) with the subject "EPC Application" describing why you are excited about this role and what you are able to offer to it. Thank you!