



650 Suffolk Street, Suite G10  
Lowell, MA 01854  
978-455-2620  
MillCityGrows.org

**Position:** School Education Coordinator

**Employment Status:** Full-Time, Benefitted

**Organization Description:** Mill City Grows (MCG) was founded in 2011 as a catalyst for food justice, ensuring that all people of Lowell have access to culturally connected food, land, and education. Our programs have grown from a single community garden to include: food, nutrition and advocacy education for people of all ages; community, school and market gardens; working urban farms; mobile markets and farm shares; and above all encouraging and supporting people to grow their own food. MCG infuses food production spaces with food education to increase food sovereignty, universal access to fresh produce, and promote environmental sustainability throughout Lowell.

**Position Description:** The role of the School Education Coordinator will be based in Mill City Grows' Education Department. The primary focus of the School Education Coordinator is to promote and create a network within our 23 School Gardens and Farm to School initiatives. The School Education Coordinator reports to the School Education Manager.

**Responsibilities:**

**Youth Education Program**

- Offer afterschool programming to Lowell schools by planning and facilitating/co-facilitating in-school and afterschool activities
- Offer programming to non-school sites like libraries, YouthBuild groups, festivals, MCG events, etc
- Host field trips during the summer months on Mill City Grows urban farm
- Provide support opportunities for teachers outside of our host programming sites, on an as requested or as assigned basis
- Support partner field trips to any of our Mill City Grows sites including greenhouses, farm, teaching kitchen, and community gardens
- Attend Lowell school events when necessary (field days, open houses, fundraisers)
- Use, manage, critic and update garden curriculum
- Lead cooking classes with students and/or families in our teaching kitchen or at school sites

**School Garden Program**

- Maintain School Gardens by rebuilding garden beds and compost structures, wood chipping, and other projects as assigned
- Perform and teach others how to perform general garden tasks; weeding, transplanting, harvesting, and other tasks as assigned
- Develop, design, write, edit and send a Monthly School Garden Newsletter, using Canva, MailChimp and/or other tools
- Support design and delivery of professional development opportunities for LPS teachers in the district (End of School PD and In-School PD's)

- Coordinate planting, compost delivery, and other garden tasks as needed by coordinating with MCG program staff and school garden contacts throughout the year
- Maintain and build relationships with our School Garden Leadership Teams: check in periodically and provide garden related assistance as needed
- Work directly with program partners and educators, supporting strong and effective relationships with these partners

### **Data Collection & Evaluation**

- Implement surveys at the beginning and end of the academic year to show impact of MCG programming on students

### **MCG Office**

- Attend staff meetings
- Answer emails quickly and thoughtfully
- Support other departments if time allows
- Attend and contribute to debriefing sessions, professional development opportunities, Farm to School meetings, and

**Work Environment:** Work to be conducted primarily at Mill City Grows HQ, however some work will be conducted at other education sites.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Some lifting (up to 30 lbs)
- Prolonged periods of standing and/or walking
- Low postures such as bending, kneeling, and crouching
- Exposure to various weather conditions
- Keyboarding/screens
- Working around crowds

### **Qualifications:**

- Driver's License Required
- Familiarity with Lowell Community and Lowell Public Schools is strongly preferred
- Strong communication skills with students and teachers of all ages
- Organizational skills and competency utilize Google Suites (Drive, Sheets, Doc, Form, Slides)
- Experience working with K-8 students. Experience with food justice based curriculum preferred.
- Interest in gardening, cooking, nutrition, local food systems, and sharing with others
- Eagerness to participate in and learn from challenging conversations about race, gender, class, privilege, etc.
- Bilingual preferred: Spanish, Portuguese, Khmer
- ServSafe and CPR/AED certifications are a plus

**Compensation:** \$54,600

**Benefits Offered:** Mill City Grows offers a strength-based collaborative team environment; a supportive and creative work setting; and professional development opportunities. Mill City Grows is proud to support all our staff in professional growth and advancement. Parking and an accessible office location in Lowell is available. This position will require some evening/weekend hours. Benefits include: health, dental, & vision insurance employer pays 75%, short term disability, 401K, 13 paid holidays, vacation, sick, & personal time off, bonus two weeks off at the end of December not deducted from PTO, and farm-fresh veggies!

**To Apply:** Please send your resume and cover letter to [hr@millcitygrows.org](mailto:hr@millcitygrows.org) with the subject line “**School Education Coordinator**”

*Mill City Grows is an Equal Opportunity Employer. We will not discriminate against employees or applicants for employment on any legally recognized basis including but not limited to: veteran status, union member status, race, color, religion, sex, sexual orientation, national origin, ancestry, age, physical or mental disability, genetic information, or any other protected class under federal, state or local law. Consistent with the policy of nondiscrimination, Mill City Grows will provide reasonable accommodations to a qualified individual with a disability as defined by the ADA and similar state laws. Mill City Grows especially encourages local residents to apply.*