



650 Suffolk St, G10
Lowell, MA 01854
www.millcitygrows.org

Education Director

Full time with benefits

Mill City Grows is hiring a **Education Director**. The **Education Director** position oversees the effective delivery of Mill City Grows' Education programs including the Adult Education programs, School Education, and Growers Aid. This requires oversight of planning, development, staffing, partnerships, and evaluation of each of these programming areas. The Education Director directly supervises three full time staff members, School Education Manager, Food Is Medicine Manager, and Growers Aid Manager, effectively overseeing thousands of people that help to carry out the mission of Mill City Grows, including staff, volunteers, and program participants. Ultimately, the Education Director is responsible for the quality of these MCG programs, ensuring that goals are met, and that resources are used efficiently in all program operations. They will partner with the Food Access Director to ensure that all MCG programming meets the needs of the community. This position reports to the Executive Director.

Role and Qualifications

The Education Director oversees all Education operations at Mill City Grows, including our in school, afterschool, adult, and community education programming. The ideal candidate has **technical expertise** in child and adult education, food systems and/or growing food, and nutrition. A working knowledge in these areas will allow the Education Director to provide hands-on management, mentoring and training of our program staff. We are seeking a seasoned manager, who will **oversee staffing and provide supervision of three program managers**, and be able to manage diverse team members with a wide array of skills and growth areas, to help our program managers to reach organizational goals. The Education Director will be an experienced, hands-on leader, partnering with program staff, participants, and other stakeholders to **develop, oversee, and evaluate the effectiveness of our programs**. Using input and feedback from our constituents, the Education Director will design and implement program innovations when needed. The Education Director will also **support fundraising and public relations efforts**. They will provide content and data for grant and report writing, and coordinate production of other marketing materials that reflect Mill City Grows' culture and impact. The Education Director is a member of the MCG leadership team and as such will partner with the Executive Director and other Directors on agency wide initiatives including fundraising, strategic planning, budgeting and training. This position plays a key role in building and maintaining a positive culture both internally with staff and externally with partners.

Candidates must have the ability to not only see obstacles, but craft feasible solutions to meet goals; demonstrate a commitment to cultivating community and promoting equity and inclusion; be a great team player and passionate about food justice work; possess an interest in sustainability; have a love of learning, and a desire to grow professionally and personally; and have the desire and ability to go above and beyond to get the job done.

Additional skills:

- Microsoft Office; Google Suite; Dropbox
- Experience with tracking program data
- Experience in budget creation and tracking
- Non-profit experience and program development preferred

Physical Requirements

- Ability to sit for more than an hour at a time
- Keyboarding, viewing screens

Mill City Grows offers a strengths-based collaborative staff team, flexible work environment, with parking and accessible office location in Lowell. This position will require flexibility to work evenings and weekends for special events, volunteer days, and to provide program support outside of normal business hours. Salary range is \$65,000-70,000 commensurate with experience. Benefits include: health, dental, & vision insurance, as well as vacation, sick, & personal time - and fresh veggies!

Mill City Grows is an Equal Opportunity Employer that is committed to creating a multicultural organization. We actively seek a diverse pool of candidates for this position.

To Apply:

Email cover letter and resume with the subject line “Director of Programs” to hr@millcitygrows.org

Please have 3 references upon request.

Mill City Grows is an Equal Opportunity Employer. <http://www.millcitygrows.org>