



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 and will function as a liaison with Lowell Public Schools staff and faculty. The primary focus of the School Education Coordinator is to promote and create a network within our 19 School Gardens to Farm to School initiatives. The Coordinator will also work closely with our School Garden Leadership Teams providing Professional Development opportunities, technical assistance, and co-teaching in-school and after school programs. This is a full-time, salaried position with benefits. This position is a great opportunity for candidates seeking community-driven, food justice work!

The School Education Coordinator reports to the School Education Manager.

Responsibilities:

School Garden Program

- Maintain School Gardens by rebuilding garden beds and compost structures, wood chipping, and other projects as assigned.
- Performing and teaching 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 for the district, using Canva, MailChimp and/or other tools.
- Support design and delivery of professional development opportunities for LPS teachers in the district (Spring Happy Garden Hours, End of School PD, In-School PD's)
- Plan and attend Family Work Days in the garden
- 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: attend bi-annual meetings, check in periodically, and provide garden related assistance as needed.
- Work directly with program partners and educators in the Lowell Public School district, supporting strong and effective relationships with these partners.

Youth Education Program

- Support Lowell Public School teachers by planning and facilitating/co-facilitating in-school and afterschool programs
- Provide support opportunities for LPS teachers outside of your host programming sites, on an as requested or as assigned basis
- Support Lowell Public Schools field trips to any of our Mill City Grows sites including greenhouses, farm, teaching kitchen, and community gardens.
- Attend Lowell Public School events when necessary (field days, open houses, fundraisers)

Data Collection & Evaluation

- Implement vegetable preference surveys at the beginning and end of the academic year to show impact of MCG programming on students food preferences
- Procure program supplies in accordance with approved budget
- Collect weekly data on program outputs, and write monthly reports, including storytelling.

Work Environment: Work to be conducted primarily at Mill City Grows HQ, however some work will be conducted at:

- Lowell Public Schools (LPS) premises or LPS School Gardens
- Community or Community Gardens
- Urban Farm locations
- Opportunity for some remote work during November - March

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 on hands-on engaging food justice based curriculum
- Design skills using software such as Canva, MailChimp, Photoshop and InDesign.
- 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

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; team-minded but able to work independently and passionate about food justice; possess an interest in sustainability; have a love of learning, and a desire to grow professionally and personally.

Compensation: \$40,000 - 42,000/year

The salary offered will be commensurate with experience.

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 with employer match, 13 paid holidays, vacation, sick, & personal time off, bonus week off between Christmas and New Year's off not deducted from PTO, and farm-fresh veggies!

To Apply: Please send your resume, cover letter, and three references to 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, uniform 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.