

Pennypack Farm seeks Program Coordinator

About Pennypack Farm & Education Center (PFEC) - Our mission is to make local sustainable agriculture an essential part of our community through farming, environmental education, and events that bring our community together.

Founded in 2003, Pennypack Farm & Education Center is a 501(c)(3) educational non-profit farm focused on growing, giving, and teaching. We grow vegetables with organic methods on 13 acres for both a community supported agriculture (CSA) program and for donations to local food pantries to help bring fresh produce to neighbors in need. We educate members and the community through workshops, farmer education programs, and events to spread awareness of local agriculture, sustainability, environmental stewardship, and the importance of creating strong community relationships.

The Program Coordinator supports program and engagement activities of PFEC. This position is part-time (20-25 hours per week), nonexempt, and reports to the Executive Director.

Essential Duties:

- **Volunteer Coordination:** Recruit, select, and manage groups and individual volunteers for on-farm programs and tasks. Build application process, and track volunteer hours and accomplishments. Manage share duty hours of CSA members. Lead workdays on farm.
- **Education:** Schedule adult education classes and recruit class teachers; oversee Edible Classroom; lead tours and some education classes.
- **Event Support:** Work with Executive Director and committees to coordinate event logistics for Localicious, Harvest Fest, and Film Series. Recruit sponsors, vendors, volunteers, and committee members. Provide support for PFEC events.
- **Outreach:** Schedule attendance at local outreach opportunities, manage materials.
- **Fundraising:** Support mailings and online fundraising appeals. Ensure that all contributors receive timely acknowledgement. Support fundraising efforts including Walk Against Hunger, Giving Tuesday, and others.
- **Data Management & Communications:** Track all program data and create reports for grants; update website with program listings; support social media outreach; schedule email newsletters using Constant Contact.
- **General Support:** Respond to emails, phone calls, and requests of Executive Director.

Skills / Qualifications / Attributes

- Experience and passion working with diverse groups of people
- Outstanding written and verbal communication skills; excellent customer service

- Excellent initiative and follow-through; self-motivated
- Able to work independently and stay on task while working remotely
- Has technology proficiency in spreadsheets, databases, data analysis, and Google suite. Willing to seek out and self-teach technology on own if needed
- High attention to detail; capable of multi-tasking
- Flexible, resourceful, and adaptable to unexpected situations
- Passion for agriculture/gardening, hunger relief, and/or farm education desired
- Able to lift 30 pounds; walk, stand, kneel, bend for extended periods of time
- Valid driver's license and regular & reliable access to a vehicle

The successful applicant must be able to secure all necessary background and child abuse clearances, as a condition of hire.

To Apply: Please email a resume and cover letter outlining interest and experience, and contact information for three professional references to Julie McCabe, Executive Director at Julie@pennypackfarm.org. Attach files as Word or PDF documents and include "Program Coordinator" in the subject line of your email. Applications will be reviewed as they arrive and the position will be filled as soon as possible. No phone calls please.

Start Date: January/February 2019 or as soon as suitable candidate is found.

Hours: 20-25 hours/week, with more hours in late summer/early fall during event planning. Depending on program needs each week, some work will need to be done in the office or at the farm with the remainder of the time in the community and remote. Some outdoor work required. Some evenings and weekends are required.

Compensation: Hourly rate of \$15 - \$17 / hour depending on experience. The employee in this position also receives a 6-unit CSA vegetable share in both the summer and the winter with a value of \$1,000.

PFEC provides equal opportunity for all qualified persons and prohibits discrimination in employment on the basis of race, color, religion, creed, sex, sexual orientation, gender identity, gender expression, national origin, ancestry, age, veteran status, disability unrelated to job requirements, genetic information, military service, or other protected status.

www.pennypackfarm.org