

Date: March 12, 2018

The following part-time position is currently available with Chicago Lights at Fourth Presbyterian Church of Chicago. If interested, please contact Ben Jaffe at [bjaffe@chicagolights.org](mailto:bjaffe@chicagolights.org) no later than the application date below:

**Job Title: Program Assistant/Youth Educator**

**Chicago Lights Urban Farm**

**Application Due Date:** Monday, March 19, 2018

**Position Summary**

**Chicago Lights Urban Farm** is a ¾ acre farm, 11 blocks from Chicago’s Magnificent Mile. **Chicago Lights Urban Farm**is dedicated to cultivating a thoughtful and engaged community of youth and adults through educational and economic opportunities, hands-on learning experiences, and access to fresh, local, and sustainably grown produce.

The Chicago Lights Urban Farm is hiring a part-time, seasonal Program Assistant/Youth Educator. The position assists the Associate Director with an urban farm-based high school job training program, Chi-Lights Farm Corps. This role works with crews of high school age youth engaged in farm-related tasks, program set-up and breakdown, leading teens in activities, co-teaching workshops that engage teens in agricultural and social justice-related topics. It also offers hands-on experience in farm and marketing skills through engaging with Farm microenterprises and education practices. The position also assists in curriculum development, program recruitment and community events, and some production tasks. The position is an integral part of the Farm, as he/she will be working alongside staff, child and youth program participants, and volunteers. They will need to be comfortable working with people of all ages and need to be flexible and able to work in a dynamic, outdoor, and changing environment.

**Responsibilities**

The responsibilities of the Program Assistant/Youth Educator include, but are not limited, to the following:

The Program Assistant will work with the Associate Director and other staff to:

1. Act as co-instructor and crew leader for the high school program, when in session
2. Help plan curriculum and recruit for the high school program
3. Help lead activities and teach workshops for youth both independently and as a co-teacher
4. Act as lead instructor, if Associate Director is not present
5. Assist with production/farm work tasks when program is not in session
6. Participate in community outreach activities and work with volunteers
7. Other duties as assigned or needed

**Schedule**

1. Exact days/hours may change and will be determined by supervisor.
2. Employment dates are mid-March through early December

**Qualifications**

1. Demonstrated experience with high school age youth education and interest in youth development models
2. Experience with gardening/urban farming principles and practices
3. Commitment to social justice values and engaging youth on these topics
4. Must pass a criminal background check
5. Strong communication skills
6. Flexible availability, including afternoon/evenings and most Saturdays from April-November
7. Valid Driver’s License (or ability/willingness to obtain) and good driving record
8. Ability to lift 40lbs and physical and mental stamina to stand for long periods of time, lift objects and work in all weather conditions.
9. Able to shift gears quickly and efficiently
10. Ability to exercise good judgment and discretion
11. Preference for working in a team environment with shared responsibilities and decision-making
12. Maintain confidentiality of guest information in all written, oral, or electronic forms. Use the S.P.I.R.I.T. principles of hospitality when interacting with visitors, guests, members, and staff of Fourth Presbyterian Church and Chicago Lights
13. Desire and aptitude for working within a faith-based and a multi-cultural, diverse environment

**Compensation**

* $13.00 per hour
* 1 full share of vegetables (during employment dates and when available).
* This is a seasonal position and does not qualify for medical or paid time off benefits.

**To apply:**  Submit your cover letter and resume to [bjaffe@chicagolights.org](mailto:bjaffe@chicagolights.org).  No phone calls, please.

Fourth Presbyterian Church and Chicago Lights are committed to equal employment opportunity for all qualified persons, without regard to race, color, citizenship status, national origin, ancestry, sex, sexual orientation, gender identity and/or expression, age, creed, physical or mental disability, marital status or familial status, veteran status, military status, source of income, political affiliation, or any other factor protected by law.