



Growing Home, Inc.

Farm & Training Center
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Outreach Program Coordinator

Job Description

Reports To: Chief Operating Officer

Supervises: Supervision of volunteers, occasional supervision of Production Assistants

Position Purpose: The primary role of the Outreach Program Coordinator is to manage Growing Home's outreach events to a variety of stakeholders and audiences and to oversee Growing Home's volunteer programs. The Outreach Program Coordinator coordinates events, manages volunteer engagement, leads site tours, supports the Development Department in communications and marketing, and engages Growing Home's program participants and graduates in outreach activities.

Hours: FT hourly. Weekdays 8:30 - 4:30 pm, with some evening and weekend hours expected

RESPONSIBILITIES

Community Engagement and Events

- Plan, promote, and coordinate Growing Home's on-site outreach programming, in particular the weekly "Wednesdays at Wood Street" open house that runs April - October, the Spring Open House, the Fall Open House, and all site tours
- Participate in Growing Home's off-site outreach, including attendance and participation at local and regional events, panels, resource fairs, and conferences
- Plan, promote, and coordinate innovative, year-round educational and engagement opportunities, including conducting workshops, trainings, and demonstrations on- and off-site for various stakeholders including Englewood residents, individuals with barriers to employment, potential and current donors, job training and urban agriculture practitioners, customers, and media
- Identify and establish new relationships, and maintain current collaborative relationships, with community-based organizations, nonprofit organizations, the public health community, community leaders, schools and potential employers
- With Farm, Employment Training, and Development staff, provide opportunities for Production Assistants and program graduates to participate in outreach

Volunteer Management

- Recruit, select, schedule, supervise, train, and provide feedback to volunteers

- Develop and implement a volunteer orientation program ensuring site and volunteer safety
- Manage volunteer contact information and data using FrontStream and Excel databases
- Cultivate and maintain volunteer relationships
- Collaborate with Farms, Training, and Development Departments to ensure volunteer needs are met, serving as primary volunteer contact and supervisor

Marketing, Outreach, and Communications

- Support Farm, Employment Training, and Development departments in activities such as program recruitment, fundraising initiatives, farm sales, and PR
- Provide relevant, appropriate, and publishable content for Growing Home social media outlets to Development Department for use in social media, website, and other outreach and fundraising campaigns

Assessment and Evaluation

- Monitor and evaluate program efficacy both quantitatively and also qualitatively, on a monthly, quarterly, and yearly basis
- Maintain, and create as necessary, appropriate process and project documentation, and ensure documentation and evaluations are readily accessible for internal and external monitoring and contract compliance

QUALIFICATIONS

- Knowledge of, or well-established contacts in the Englewood community
- Experience working in underserved communities, with individuals with employment barriers, and/or on issues of food insecurity
- Proven record of success in community organizing, community outreach, or communications
- Demonstrated experience performing administrative tasks, with a proven record of excellence in organization, time management, and prioritization
- Excellent communication skills, including customer service and comfort with public speaking
- Ability to perform well in a fast-paced environment, and comfort working independently
- Valid Illinois driver's license, outstanding driving record, and access to personal transportation
- Ability to work on a farm site, including the ability to work outdoors in various weather conditions, to dig, bend, lift, stand for sustained periods, and navigate uneven ground
- Availability to work evening and weekend hours

TO APPLY

To apply for the Outreach Program Coordinator position, please send one PDF document, named [LastName]OPC.pdf, that includes a cover letter and resume with two professional references. Please submit applications and refer questions to Rebekah Silverman, Chief Operating Officer, at jobs@growinghomeinc.org. No phone calls, please. Application Deadline: May 24th, 2015.

Growing Home, Inc. is committed to the principle of equal opportunity in education and employment and does not discriminate against individuals on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, or national or ethnic origin.