



Americorps VISTA: Program Assistant

ORGANIZATION: EarthDance

ORGANIZATIONAL MISSION: EarthDance sustainably grows food, farmers, and community, one small farm at a time, through hands-on education and delicious experiences.

POSITION: Program Assistant

LOCATION: 233 S. Dade Ave, Ferguson, MO 63135

EarthDance is seeking a self-motivated, creative and resourceful individual with excellent organizational skills and a commitment to EarthDance's mission, to serve as our Program Assistant and assist us with building capacity within our organization.

SUMMARY OF POSITION

The Program Assistant's position will serve to support the expansion and function of EarthDance during this period of growth. The Program Assistant's position will build the capacity of the organization and the ability to serve more low-income individuals through the development of new programs, including educational activities for youth, an organic gardening training program, and an alumni relations program. Additionally the program assistant will assist EarthDance staff in refining existing programming. This project will assist with the following areas of capacity building for EarthDance: strategic planning, community outreach, and program participant recruitment. By refining and expanding EarthDance's programmatic offerings, more individuals will benefit from the services and educational programs that EarthDance offers. The Program Assistant will work closely with the Executive Director, the Farm & Community Education Coordinator, and the Development team.

PRIMARY RESPONSIBILITIES

The Program Assistant (PA) will be intimately involved with all facets of the young organization. It is anticipated that 15% of the PAs time will be spent on the EarthDance farm observing and participating in EarthDance's current programming; 20% in the community, performing outreach to partners and participants in EarthDance's programming; and 65% in the office communicating with constituents online, by phone, and in person; collaborating with other staff to produce marketing materials and secure funding for EarthDance programming; and keeping relevant records.

1. Create EarthDance's Alumni Relations Program (20%)

Develop and administer a survey to assess needs and current activities of alumni

Develop procedures for ongoing alumni communications and support

Assess effectiveness of new alumni relations program

2. Study the feasibility and logistics of an organic gardening training program, i.e. mini apprenticeship (30%)

Communicate with local schools, congregations, and organizations to assess the interest in this type of program

Pending constituent interest in the program, work to develop a pilot program to occur in summer 2014



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Collaborate with community partners and EarthDance development staff to secure funding and determine program logistics

Coordinate enactment of the program

Assess the sustainability of the program and make recommendations for future iterations

3. Increase the effectiveness of EarthDance's youth programming, and study potential for expansion (30%)

Develop and document curricula for existing youth programming

Perform regular outreach to organizations that serve youth

Study the feasibility of expanding EarthDance's programming for youth

4. Support EarthDance's existing programs. (20%)

Assist in the recruitment of participants in EarthDance's Organic Farming Apprenticeship Program

Assist in ongoing assessment and improvement of the Organic Farming Apprenticeship

SKILLS, QUALIFICATIONS, & KNOWLEDGE REQUIRED

1. Demonstrated ability to generate and deliver persuasive and clear verbal and written communications for diverse audiences. (Please attach a sample of your writing, no longer than two (2) pages.*)
2. Demonstrated strong time management and organization skills.
3. Superior attention to detail.
4. Ability to work effectively in a demanding, high-energy environment and manage multiple tasks and priorities, while maintaining a sense of humor
5. Experience working effectively as part of a team
6. Professional, friendly, and enthusiastic personality
7. Demonstrated ability to lead by example, with a strong work ethic, compassion and integrity
8. Proficiency with Windows Microsoft Office, Google Groups and Google Calendar
9. Bachelors Degree
10. Knowledge of agricultural and food system issues.

SKILLS, QUALIFICATIONS, & KNOWLEDGE DESIRED

1. Experience in marketing and/or sociological research.
2. Volunteer recruitment or community outreach experience
3. Enjoyment of farming and gardening and interacting with the public.

OTHER REQUIREMENTS

Use of personal computer or laptop



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Reliable transportation or the ability to navigate the public transportation system

OTHER CONSIDERATIONS:

- Position may involve some travel.
- Position may evolve into regular salaried position with EarthDance upon fulfillment of Americorps service and responsibilities.

HOURS: This is a full-time position, requiring 40 hours/week.

COMPENSATION: VISTA Living Allowance. This is an Americorps VISTA position. Click [here](#) for more information on becoming an Americorps VISTA.

CONTACT: To apply for this position, you must send a resume, cover letter, and writing sample* to: Rachel Levi, Education Coordinator, at rachel@earthdancefarms.org

Application via the Americorps website is also required. Apply online at: