



Position Description: Communications Coordinator, EarthDance

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: Communications Coordinator (Americorps VISTA)

Location: EarthDance at the Mueller Farm, 233 S Dade Ave, Ferguson, MO 63135

Job Description Summary

Reporting to and in partnership with EarthDance's Program Director, the Communications Coordinator position will build the capacity of the organization and the ability to serve more community members by effectively communicating with diverse groups of target constituents, including prospective apprentices, beginning farmers, local Ferguson residents, Ferguson Florissant School District students, faculty, and staff, farmers market shoppers, corporate sponsors, and private donors. This project will assist with the following areas of capacity building for EarthDance: scheduling of farm tours, volunteer coordination and recruitment, fundraising, and community outreach. By supporting EarthDance's communication efforts, more individuals will be aware of the services and educational programs that EarthDance offers.

SKILLS, QUALIFICATIONS, & KNOWLEDGE REQUIRED

- 1. Demonstrated strong time management and organization skills.**
- 2. Superior attention to detail.**
- 3. Ability to work effectively in a demanding, high-energy environment and manage multiple tasks and priorities, while maintaining a sense of humor**
- 4. Experience working effectively as part of a team**
- 5. Professional, friendly, and enthusiastic personality**
- 6. Knowledge of agricultural and food system issues.**
- 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, and Excel Spreadsheets**
- 9. University degree, professional experience, or recognized professional training in a field such as communications, non-profit management, or other relevant field**

SKILLS, QUALIFICATIONS, & KNOWLEDGE DESIRED

- 1. Experience in Wordpress blogs and Hootsuite.**
- 2. Volunteer recruitment or management experience**
- 3. Public relations and/or community outreach experience**
- 4. Skills in graphic design and marketing**
- 5. Enjoyment of farming and gardening and interacting with the public.**



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Responsibilities

- **Research, apply for, and obtain grant funding for EarthDance programs and operations**
- **Secure donations (both cash and in-kind) for the organization**
- **Coordinate EarthDance's volunteer and internship program**
- **Coordinate farm tours, field trips, and produce donations**
- **Manage EarthDance's public outreach and communications**

TIME REQUIREMENTS: This is a full-time position, approximately 40 hours/week. Includes 3 weeks of paid time off annually (the week between Dec 24th – Jan 1st, plus two additional weeks).

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

OTHER REQUIREMENTS

- Cell phone communication
- Personal laptop computer
- Reliable transportation or the ability to navigate the public transportation system
- A valid driver's license is also required.

TO APPLY: To apply for this position, please send a resume, cover letter, and 2-3 references to: Rachel Levi, Program Director, at rachel@earthdancefarms.org.
Applications are due Friday, December 6th, 2013.

Start date: The week of February 11, 2014

For more information on EarthDance and our programs, visit www.earthdancefarms.org