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: Americorps VISTA: 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 project will build the capacity of the organization by: improving EarthDance’s ability to measure and report on the impact of its programs; seeking partnerships with other agencies that serve low-income individuals, to promote EarthDance’s opportunities to diverse clientele; and assisting in the ongoing improvement of EarthDance’s programs.

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PRIMARY RESPONSIBILITIES

The Program Assistant will work closely with the Program Director to develop EarthDance’s Alumni relations program; seek community partnerships with other agencies in order to increase awareness of opportunities at EarthDance among diverse constituencies; support the operation and enhancement of EarthDance’s educational programs; and measure and communicate the impact of EarthDance programs through data tracking, evaluation, and website maintenance.

It is anticipated that 10% of the PA’s time will be spent on the farm gaining direct understanding of EarthDance programs.

documenting programs with photo and video; 15% in the community representing EarthDance and recruiting participants, volunteers, and supporters at outreach and fundraising events; and 70% in the office uploading photo and video, and creating online and printed marketing and communication materials, including but not limited to brochures, flyers, e-newsletters, and blog posts.

1. Build EarthDance’s Alumni Relations Program (20%)

● Create alumni databases using Sales Force, EarthDance’s Client Relations Management software

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

● Write a report and capture information gained through the survey

● Based on survey results, develop procedures for ongoing alumni communications and support

● Assess effectiveness of new alumni relations activities

2. Seek and establish partnerships with other agencies in order to increase awareness of opportunities at EarthDance (30%)

* Research community organizations and assess potential for partnership
* Collaborate with other staff to schedule engagement activities with partner organizations, such as farm tours, tabling events, speaking engagements, volunteer opportunities, distribution of EarthDance literature, etc., focused on increasing awareness of EarthDance opportunities
* Document promotional partnerships
* Develop protocols for maintaining relationships with promotional partners

3. Support the operation and enhancement of EarthDance’s programs (40%)

* Communicate with potential and current program participants
* Assist other staff with participant recruitment
* Create and update educational/ informational handouts
* Obtain needed supplies
* Create and administer assessments

4. Data and Communications Management (10%)

* Enter data in online banks (tracking participation in youth programs, workshops, volunteers and tours)
* Record evaluation and assessment data
* Update relevant web content on the EarthDance website (knowledge of coding not required)

PRIMARY RESPONSIBILITIES

SKILLS, QUALIFICATIONS, & KNOWLEDGE REQUIRED

1. Demonstrated ability to generate and deliver persuasive and clear verbal and written communications in a variety of media forms and channels, and for diverse audiences.
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. University degree, professional experience, or recognized professional training in a field such as communications, administration, or other relevant field

SKILLS, QUALIFICATIONS, & KNOWLEDGE DESIRED

1. Experience using Sales Force or other CRM Software
2. Knowledge of agricultural and food system issues.
3. Volunteer recruitment or community outreach experience
4. Enjoyment of farming and gardening and interacting with the public.

OTHER REQUIREMENTS

Use of personal computer or laptop

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.

CONTACT: To apply for this position, you must send a resume, cover letter, and marketing and/or design samples\* to: work@earthdancefarms.org with the subject line “**Program Assistant**”

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

<https://my.americorps.gov/mp/listing/viewListing.do?id=68729&fromSearch=true>