



## **BMUF Program Coordinator Job Description**

Get in on the ground floor and grow something wonderful!

Big Muddy Urban Farm is looking for a program coordinator to support the design and implementation of on-site educational, agricultural, and community building programming. You will work with the Big Muddy Urban Farm team to imagine, organize, and carry out programs including the Aspiring Farmer Residency, Youth Garden Program, and Farm Tours. A large part of your role will be to build on existing relationships with community-based organizations in Omaha and surrounding region and create meaningful programs that meet local needs. This is a unique opportunity to play a role in building something from the ground up and in the development of Big Muddy Urban Farm vision and identity. The Program Coordinator will report to the Executive Director. If you love growing food, enjoy connecting people to opportunities, and want to be part of a growing organization, we'd love to hear from you!

What we are looking for...

- Demonstrated experience in designing and running educational, agricultural, and/or creative programs for participants of many backgrounds.
- A passion for sustainable agriculture and farming practices.
- Astute decision making skills and an ability to be highly productive with minimal daily supervision.
- The ability to imagine and integrate a wide spectrum of programs that will help define the ongoing mission of Big Muddy Urban Farm.
- An eagerness to work in a consensus-building organization with a flat on-site hierarchy.
- An appetite for getting hands dirty, throwing on a pair of farm shoes, and stepping in at any given point to help make a program successful.

You will be responsible for...

- Contacting and scheduling multiple subject matter experts, local farmers, and small business leaders from our local community to provide lessons for the Aspiring Farmer Residency program.
- Facilitating a community planning meeting for the Youth Garden Program prior to the growing season.
- Designing, coordinating, and implementing a 16-week Youth Garden Program based on community developed plan from community planning meeting.
- Promoting and monitoring online sign-up form for farm tours and coordinate at least three farm tours per month during the growing season.
- Making sure the entire Big Muddy Urban Farm team is updated and informed about ongoing and upcoming programs.
- Maintaining documentation of all ongoing programming, debriefing with the team and identifying metrics for tracking success.
- Creating internal systems and processes to manage and evaluate all incoming programming ideas and building out long-term programming standards.



- Building new and maintaining existing relationships with local community organizations and find ways that Big Muddy Urban Farm programs can support the ongoing work of farmers, educators, and community partners in Omaha and surrounding region.

#### Specific Duties and Responsibilities

- Program Coordinating (90%)
  - Scheduling
  - Communication with presenters and participants
  - Confirm details with community partners prior to activity date
  - Venue, supply, and food coordination
  - Handle reimbursements associated with events
  - Organize documentation of participant numbers and feedback
- Program administration (7%)
  - Accounts payable for contractors (outside instructors)
  - Receipt reconciliation
  - Ordering supplies and print materials
- Personnel administration (3%)
  - Statement of work, contractual agreements, tax forms for contractors
  - General point of contact for the Education and Outreach programs
- Other duties as assigned by the BMUF Education Committee and/or Executive Director

#### Compensation:

Salary range from \$18,000 - \$20,000/annually

#### Time Commitment:

Part-time. Position has seasonal aspects - slower period in the winter and some longer hours during the growing season. Requires working occasional evenings and weekends, especially during the growing season.

#### Benefits:

PTO, professional development opportunities, and fresh veggies!

#### Job Begin Date:

December 10th, 2019

#### To apply:

Email resumes to [director@bigmuddyurbanfarm.org](mailto:director@bigmuddyurbanfarm.org) before December 1st, 2019