

Job Description: Education Programs Manager
Full Time Year Round
Reports to: Director

About Cedar Circle Farm

Cedar Circle Farm is a **certified organic vegetable and berry farm** with a farmstand and education center. We have retail greenhouses, a farm kitchen, a coffee shop, and a unique CSA program. We are **a farm with a social mission**. We engage the community to develop and share practices that promote regenerative agriculture, good health, and a resource-rich environment.

About the Education Programs Manager

The primary responsibility of the Education Programs Manager is to help grow the community of Cedar Circle Farm by connecting people with the process of growing food and caring for our land. The Education Programs Manager serves as one of the public ambassadors to the farm through the leadership they provide to all of the programs at the farm.

Primary Responsibilities:

- Develop & implement all on-farm educational activities
 - Continue to develop and improve upon existing programs such as:
 - Little Farmers Pre-K Program
 - Homeschool Program
 - Summer Camp (ages 6-11)
 - Cooking for Middle Schoolers (ages 11-14)
 - School Field Trip Programs
 - Pumpkin Festival and other special events
 - Group Tours
 - Farmer Workshops
- Develop new programs to provide opportunities for people of all ages to have meaningful and educational experiences on our farm, as a means to nurture and inspire community members to be proactive in their support of regenerative agriculture
- Hire, recruit, and train staff and volunteers to confidently and competently implement all education programs
- Ensure safety procedures and protocols are kept current and adhered to
- Create staff development activities to educate and raise awareness of CCF's mission
- Collaborate with the Marketing and Communications Coordinator to advertise the program offerings to the public to ensure high levels of participation
- Participate in all management team activities to help drive a coordinated strategy that works towards achieving CCFs annual and long-term goals for the entire farm
- Lead collaborations with staff in building public events
- Develop and monitor the education budget over the course of the year. This includes tracking income and expenses of the entire department

Necessary Qualifications:

- Bachelor's degree in education, agriculture, ecology, or a related field
- 3-5 years of experience coordinating education programs in a non-formal setting, focusing on agriculture and/or ecology
- Excellent self-organization and ability to multi-task
- Staff training and management experience

- Volunteer recruiting and training experience
- Ability to work collaboratively and independently on projects
- Passionate about communicating with and educating people of all ages about organic and regenerative agriculture
- Outgoing and gregarious with customers and visitors to the farm

Desired Qualifications:

- Event management experience
- Culinary experience (for teaching)
- Proficient with Apple and Google software
- Farming experience
- Budget development and oversight experience

Interested candidates should fill out an application online at:

<https://cedarcirclefarm.org/about/employment/application>

Cedar Circle Farm is an EEO/AA employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, age, disability, protected veteran status, or any other characteristic protected by law.