



Garden Program Assistant / Educator Position

Fair Food Matters is a 501(c)3 non-profit organization that strives to improve access to healthy, local food by educating, connecting and empowering our community. We provide garden and food-based experiential learning opportunities for local youth and community members in Kalamazoo, Michigan.

Reports to: Fair Food Matters Executive Director / Lead Educator

Position Summary:

- Serve as an educator and role model for elementary school students and after school groups involved in food and garden-based learning activities
- Work in partnership with Fair Food Matters staff and board, elementary school staff, college interns, volunteers, students and families
- Assist in creating a safe, positive, and collaborative learning environment
- Explore and utilize anti-bias education teaching practices, conflict resolution, and consensus decision making
- Assist with market preparations and produce sales at local farmers' market
- Assist Executive Director with administrative tasks (as needed)
- Position is part-time, year-round (~10-15 hours per week), with occasional evening and weekend work
- Possible room for advancement and additional hours as the organization grows

Experience/Skills:

Required:

- Prior experience with creating, preparing, and leading experiential, hands-on educational programs for elementary students
- Interest in and experience with working with food, cooking and nutrition
- Familiarity with organic gardening
- Comfortable working in the soil, around insects, and in a variety of weather
- Computer skills: word processing, spreadsheets, email, social media, google apps

Preferred:

- Previous experience working in public school systems and with volunteers and college students
- Harvest preparations and sales at farmers' markets
- Experience with social justice / anti-oppression work
- Non-profit program management

Personal qualities:

- Strong interest in education, healthy food, sustainable food production and social justice
- Highly motivated, responsible, creative, patient and caring
- Strong written and verbal communication skills
- Ability to work independently and as part of a team
- Reliable and dependable

Duties and responsibilities:

- **General duties** (year round)
 - Serve as a positive role model and representative of Fair Food Matters, sharing information about the organizational mission and activities with the community
 - Keep accurate records of hours, expenses, and outcomes
 - Communicate regularly with Executive Director about progress, difficulties, and needs
 - Assist with administrative tasks (as needed)

- **Educational activities with classes and small groups** (spring and fall)
 - Assist with planning, developing, preparing, and leading cross-curricular learning activities
 - Engage students with gardening tasks such as preparing beds, planting, weeding, watering, harvesting, and composting
 - Communicate with and work in cooperation with FFM staff, school staff, college interns, volunteers, and students and families
 - Take part in daily reflections and clean-up

- **Club Grub after school group** (Tuesdays - fall, winter, spring)
 - Assist with planning, developing, preparing, and leading learning activities
 - Engage students with activities related to healthy eating, gardening, cooking, and nutrition
 - Communicate with and work in cooperation with FFM staff, school staff, college interns, volunteers, and students and families
 - Take part in daily reflection sessions and clean-up
 - Participate in trainings, readings, activities, and group discussions related to anti-bias/anti-racism education, conflict resolution, and consensus decision making

- **Summer garden activities** (when school is not in session)
 - Assist with garden maintenance, leading activities, and engaging volunteers at weekly garden nights
 - Assist FFM staff, college interns, and volunteers with weekly harvesting of produce and farmer's market events
 - Assist with additional garden maintenance or volunteer events as needed

Compensation: Dependent upon experience.

How to Apply: Visit our website (http://www.fairfoodmatters.org/#!get_involved/c8k2) or call 269-492-1270 for an application packet. Please send completed application with cover letter and three professional references to: Fair Food Matters, 315 N Burdick St Suite 500, Kalamazoo MI 49007.

Application packets are due by 5pm on March 31, 2016. For more information, please visit our website at <http://www.fairfoodmatters.org> , email heather@fairfoodmatters.org, or call 269-492-1270.



FAIR FOOD MATTERS EMPLOYMENT APPLICATION

Please send completed application packet to:
Fair Food Matters
315 N Burdick Street Suite 500
Kalamazoo MI 49007

Contact and Background Information

Name			
Address			Apt. Number
City		State	Zip Code
Home Phone	Work Phone	Cell Phone	Email Address

Employment History - Please list most relevant employers (beginning with any current employment). If you do not wish for us to contact a present or previous employer, please indicate below.

Start date	End date	Pay rate
Employer Name		Position Title
Address		
Supervisor Name		Phone
Job Duties		
Reason for leaving		

Start date	End date	Pay rate
Employer Name		Position Title
Address		
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Job Duties		
Reason for leaving		

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Employer Name		Position Title
Address		
Supervisor Name		Phone
Job Duties		
Reason for leaving		

Please describe any relevant education or training you feel is related to the position. Also describe skills, experiences, hobbies, or interests along with organizational membership, certifications, publications etc. you consider relevant.

When are you available to begin employment with Fair Food Matters? _____

Please indicate days and times you are available to work:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning						
Afternoon						
Evening						

How did you learn about this employment opportunity? _____

If hired, could you show evidence of your right to work in the United States? ___ Yes ___ No

I verify that all information contained herein is true to the best of my knowledge. I authorize my present and former employers (unless otherwise indicated on this application) to release to Fair Food Matters any information concerning my employment, including my job performance. Further, I release all these parties from liability for any damage (except that resulting from misrepresentation), which might result from furnishing this information. I understand that a background check is part of the application process. The information provided on this application (and accompanying materials, if any) is true and complete to the best of my knowledge. I understand that falsified information or significant omissions may disqualify me from further consideration and may be considered justification for dismissal if discovered at a later date. I understand that employment with Fair Food Matters is for no definite period of time. Fair Food Matters and its employees have at all times the right to terminate the employment relationship.

Signature: _____ Date: _____

**Please send completed application with a cover letter and three professional references to:
Fair Food Matters, 315 N Burdick St Suite 500, Kalamazoo MI 49007**

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