

Position: Community Development Coordinator

Department: Communications

Reports to: Communications Manager

FLSA Status: Non- Exempt

## Overview

The Public Education Coordinator will be focused on growing the local and urban agriculture food movement through a wide variety of community engagement initiatives, including educational events, organizing volunteer/learning opportunities, establishing creative partnerships and offering speaking engagements. The goal through this position is to bring people into the food movement, providing education and information, varied calls-to-action, and supporting them in deepening their involvement with local food and agriculture.

## Essential Functions & Responsibilities

- **Public Education Events:** Taking the lead on organizing and developing content for the Urban Grown Tour, working with volunteer committee; partner with program staff and event committee in organizing the annual Farmers and Friends Meeting; participate on the planning team for the annual Dig In! Benefit with a primary focus on event logistics and volunteers.
- **Community Engagement:** Coordinate farm tours, tabling events, and other public outreach activities, both supporting others and doing directly; represent the organization and ensuring that its mission, programs, and activities are consistently presented in positive ways to the community; foster and maintain relationships with individual community members, peer organizations and community partners. Develop relationships with community and educational organizations, stakeholders, food producers and the public at large to extend Cultivate's message.
- **Volunteer/Learn:** Maintain and further develop the volunteer recruitment and management program; train and manage volunteers and interns; track volunteer hours; and fulfill volunteer requests from Cultivate staff. Develop "mini-bites" trainings for all/most of the volunteer/learning activities so volunteers increase their connection to the local food movement and to Cultivate KC through education and inspiration.
- **Communications:** Provide needed support to the Communications Director for website updates, social media postings, and maintenance of mailing lists and contacts through Salesforce.
- **Development:** Have a basic understanding of the role of Fund Development and keep Development staff informed when a key partnership is formed when there is potential

for future involvement. Occasionally assist the Development team in event planning and execution, work closely with Development on volunteer follow up and stewardship.

## Supervisory Responsibilities

This position has no supervisory responsibilities.

## Placement Criteria

3+ years of experience working in a nonprofit setting or a suitable combination of experience and education.

Extensive knowledge of commonly-used concepts, practices, and procedures within a nonprofit organization business, specifically, volunteer management and tracking knowledge, and demonstrated comprehensive knowledge of office and facilities coordination and basic graphic design knowledge;

Demonstrated organization, facilitation, communication and presentation skills;

Ability to prioritize workflow and organize diverse material and ability to handle multiple, competing and changing priorities; ability to perform effectively without supervision and within established time limits and ongoing deadlines;

Ability to interact and communicate effectively and professionally, and provide exceptional service, both internally and externally at all times.

Employee should be knowledgeable regarding Microsoft Office, have proficient computer skills, display adaptability in learning the use of specific software and display comprehension of fundamental computer practices and database management;

All employees are expected to exhibit exemplary customer service skills, both with external customers, vendors, visitors, co-workers, and management staff. Their written and verbal communication skills should be concise and effective, they should aspire to excellence in both work and customer service, they should show courtesy to all they encounter while representing the organization. They are also expected to maintain an air of professionalism in their interpersonal relationships and personal grooming, exercise confidentiality concerning the affairs of the business, exhibit a willingness to learn, willingness to problem solve and willingness to step in to help others, and openly and actively participates in the direction of our organization. Cultivate KC views each of these traits as performance indicators, and employee appraisals reflect each of these attributes as an element of performance upon which employees are rated.



Position Description  
Community Development  
Coordinator

### Physical Demands

While performing the duties of this position the employee is regularly required to sit and talk and hear. The employee is frequently required to use hands to finger, handle or feel and reach with hands and arms. The employee is occasionally required to stand, walk, and drive or ride in a motor vehicle. The employee must occasionally lift and/or move up to 25 lbs. Must have the ability to travel, sometimes with short notice.

Cover letter, resume and salary requirements should be submitted to Mary Nguyen at [resume@cultivatekc.org](mailto:resume@cultivatekc.org).