



Programming & Outreach Coordinator

**Job Description:**

Located just 3.0 miles east of downtown in the historic 2nd Ward, Finca Tres Robles is one of the only urban farms in Houston’s urban core and grows seasonal fruits, vegetables and herbs. Relocating to a new 1.5 acre farm site, we use intensive growing methods and following organic practices and are one of the only sources of sustainable, fresh, and local produce on Houston’s East Side. As a community-driven farm uniquely striving to keep 100% of our produce within 3 miles of the farm, we have developed community outlets and relationships selling our produce through a 10-month CSA, an onsite farm stand, and a small amount of wholesale to local restaurants.

Responsibilities will include: overseeing and managing off-farm and on-farm programs including classes, events and collaborations with other community partners as well as developing strategies and programs to engage residents on-farm and support increased community involvement; reports directly to the Executive Director; it is a bilingual position.

We strive to take a creative and innovative approach to agriculture and work to foster a space to push the interests and long-term goals of young farmers, land access to farmers, and food accessibility in our city. We are a process-oriented farm and are looking for someone who is detail oriented while still understanding the larger needs of the farm, its workers and the season. We are still establishing vital infrastructure and will work with our managers and workers to develop new processes and improve on established systems. Making this a space for our staff to learn is very important to us and we’ll work to engage their interest in respect to the farm’s mission and work.

By committing to accept our Programming & Outreach Coordinator position, you are becoming a vital part of the farm team and the growth of our operation. We strive to provide the best quality programming experiences, and we do that by taking pride in our work. We strongly believe in the work we do and look for our Programming & Outreach Coordinator to take that upon themselves to be active leaders, not just on the farm but also, within our immediate community and the Houston agriculture, farming, and food scene.

Responsibilities:

- Manage all on and off-farm programs and outreach for Finca Tres Robles.
- Develop strategies and programs to engage residents on-farm and support increased community involvement.
- Manage all lead up requirements for all activities including organizing materials and necessary extra staff for programs.
- Collaborate with partner organizations to deliver impactful programming to community members.
- Maintain and develop relationships with community organizations and build strong networks in the neighborhood.
- Direct, train and manage programming and outreach staff.
- Lead the facilitation of all programming and outreach activities.
- Manage data and perform regular assessments on programming performance and effectiveness.
- Support and assistant in the running of other programming events on the farm.

Commitment:

12 Months
40-45 hours of work per week

Requirements:

Minimum 3 years of experience in education and/or community outreach – management experience required
Committed to diligence, accountability and intentionality
Strong sense of consistency and care
Ability to work effectively with others
Bilingual (English and Spanish)
Willingness to work outdoors in Houston’s weather and ability to lift 50 lbs +
Proficient in Microsoft Excel, Word, Gmail, Google Docs

Compensation:

\$50,000-55,000/year DOE
Farm Produce
Benefits include health insurance and paid time off

To Apply:

Apply online at smallplaces.org/careers or please e-mail a resume, brief description of yourself, and what you would like to accomplish personally as a member of the farm to: tgarciaprats@smallplaces.org