

Programs & Events Assistant (part-time)

About Us

Small Places is a 501c3 that develops farms to upend systemic inequalities in health at the neighborhood level. Our farms are a part of the fabric of the communities we exist in, providing convenient, affordable access to high quality foods and a safe and welcoming space for our neighbors.

Our first farm, *Finca Tres Robles* (Spanish for “3 Oaks Farm”), located just 3 miles east of downtown in the historic 2nd Ward is one of the only urban farms in Houston’s urban core and grows seasonal fruits, vegetables and herbs on 1.5 acres. Using intensive growing methods and following organic practices, our farm is 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 distributing our produce through a 9 month CSA, an onsite farm store, and subsidized distributions directly to community partners and neighbors. As a community space, we also host regular community events and educational opportunities such as field trips and classes.

Our Community Farm is an unduplicated amenity in our community providing a unique space for neighborhood residents, friends, and visitors to connect with their food, their place, and each other. Having signed a historic 40-year lease on 1.5 acres in partnership with Harris County, our new Community Farm, Pavilion, and Education Center are critical to our work to build a healthier, more resilient neighborhood.

To read more about our mission and our work, please visit smallplaces.org

Job Description:

Small Places is seeking a dynamic Programs & Events Assistant to work with our General Manager and Programming & Community Outreach Coordinator to facilitate, plan, organize, and maintain the various programmatic activities and events at the farm. The Programs & Events Assistant will be critical in supporting our team in expanding the number and diversity of educational opportunities, neighborhood programs, community events, and venue rentals we are able to host through the farm.

Responsibilities:

As the Programs & Events Assistant, your responsibilities will include, but will not be not limited to:

- Develop and manage the quarterly schedule of classes and events with a unique seasonal mix of paid and fee programs working with subject matter experts and partners to curate meaningful community experiences.
- Field and respond to incoming event and program inquiries and requests in a timely manner.
- Communicate and correspond with program partners, renters, community members, and staff to manage ongoing event and farm program activities.
- Create and maintain relationships with program partners and instructors who have the experience and expertise to lead programs and classes relevant to our work at the farm.
- Coordinate logistics and schedules with partners, participants, and instructors to ensure all planning, preparations, and required paperwork are completed.

- Collaborate with the Communications Team to ensure registrations and promotions are created including posting classes/events, developing relevant marketing materials, and creating promotional listings.
- Provide details and calendar of events to the Marketing Coordinator as early as possible so they can create promotional materials and activities as needed.
- Facilities day-of activities for all classes, events, and programs including preparations, set up, breakdown, and during event support to ensure a quality experience for all attendees.
- Maintain the cleanliness and organization of spaces used for programs, and place signage in and outside to direct visitors as appropriate.
- Support other Small Places' teams to implement promotional, marketing, and outreach strategies to increase visibility and participation, meet various targets and goals, and maximize impact.
- Maintain a welcoming environment to build and strengthen relationships with community members, stakeholders, vendors/suppliers, and nonprofit partners.
- Ensure adherence to policies and procedures across store operations to meet all internal Small Places standards, as well as grant compliance and certification standards.
- Keeping up-to-date and connected with local food access, food insecurity, community health, and Second Ward activities.

Qualifications and Experience – preferences:

- 2-3 years' experience in educational programs, event planning, or community engagement work.
- Demonstrate skills in scheduling, planning, and communication with prospective clients and customers.
- Bilingual (English and Spanish) required
- Passionate about community development
- Exceptional interpersonal skills
- Possess sound judgment and a level head, especially under pressure
- Ability to self-direct and carry out tasks independently
- Well organized with attention to detail and proven ability to multitask
- Ability to meet deadlines
- Experience using Google Drive (including Sheets), Microsoft Office, and Canva
- Understanding this role will require working in the evening or on weekends to accommodate the schedules of the community we serve

Schedule and Pay:

- This is a part-time role, ~25-30 hours/week
- \$20-23/hr – based on previous experience

The statements contained in this job description are not necessarily all-inclusive; additional duties may be assigned and requirements may vary from time to time.

To apply, please complete the Application Form on our website: smallplace.org/careers/