

Position: Education Associate

Hours: Full-time

**Job Description:**

The Education Associate assists with all education programming at Plant Chicago, including Closed Loop Labs, Group & Public Tours of *The Plant*, classroom visits, and on/off site talks. The associate also serves as the lead for scheduling and coordinating payment for Plant Chicago education programs. The associate compiles feedback from teachers and Plant Chicago's Education Advisory Committee to make existing curriculum stronger; while working closely with the Education Manager and Farm Tech Coordinator to create new lessons based in circular economy principles.

Roles & Responsibilities:

- Assists in conducting educational programs such as hands-on workshops, tours of *The Plant*, classroom visits and speaking engagements
- Works with Education Manager, Farm Tech Coordinator and Education Advisory Committee to create new lesson plans and improve existing Plant Chicago hands-on workshops
- Schedules and coordinates payment for educational programming
- Provides administrative assistance with answering emails and phone calls
- Helps organize staff and volunteers for outreach events and Back of the Yards community projects
- Assists with upkeep of Plant Chicago's education spaces, including indoor and outdoor gardens
- Occasional collaboration on grant writing
- Other tasks as necessary

Preferred Qualifications:

- Bachelor's degree in education, science or related field, or equivalent professional experience
- Proficiency with MS Word programs and Google Drive
- Familiarity with Salesforce
- Familiarity with the Back of the Yards neighborhood and other Southside communities
- Proficient in conversational Spanish
- Experience creating lesson plans and curriculum
- Agriculture, gardening or other horticultural experience

Required Skills & Experience:

- Familiarity with informal education environments
- Ability to interact with people of many different backgrounds
- A passion for teaching and engaging diverse audiences in science and sustainability concepts
- Ability to lift up to 50 lbs
- Experience working with K-12 students

Reports to: Education and Outreach Manager**Starting pay** at Plant Chicago is \$13/hour

To apply: Please send resume and cover letter in PDF format to Education Manager Cassandra Hinrichsen at kassandra@plantchicago.org. Applications are due by Friday 10/13.