

Position: Education Associate

Hours: Part-time (24 hours/week)

**Job Description:**

The Education Associate assists with coordinating Plant Chicago education programming, including Closed Loop Labs, classroom visits, and on/off site talks. The Associate collaborates with the education team to schedule and facilitate programs. The Associate compiles feedback from teacher surveys to make existing curriculum stronger, while working closely with the education staff to improve hands-on workshops and lessons. Assists with maintaining indoor and outdoor educational growing spaces.

Roles & Responsibilities:

- Assists in conducting educational programs such as hands-on workshops and classroom visits
- Works with Education Manager, Circular Economy Specialist, and Program Coordinator 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
- Assists with upkeep of Plant Chicago's education spaces, including indoor and outdoor gardens
- 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 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 Manager

Compensation based on experience, starting pay at Plant Chicago is \$14/hour

Suggested Schedule: Tuesday – Thursday from 9 am - 5 pm

To apply: Please send resume and cover letter to Education Manager Kassandra Hinrichsen at kassandra@plantchicago.org. We will be accepting applications through Saturday, 3/21/2020.