

Job Description

July 2022



Job Title: Natural Yard Care Education Coordinator

Status: Full Time flex/ Non-Exempt / Coordinator

Reports to: Natural Yard Care Program Director

Location: Wallingford – Remote – Field Work

Tilth Alliance works in community with Washington farmers, gardeners and eaters to build a sustainable, healthy and equitable food future. Through our work we endeavor to promote and support the adoption of organic, regenerative, sustainable growing practices by farmers and gardeners throughout Washington; to make the food produced by these farmers and gardeners more accessible; and to inspire people to enjoy growing, cooking, and eating food that is both good for them, for their communities, and for the environment. The primary strategies we employ in this effort are advocacy, education and collaboration. Equity, inclusion and the promotion of a culture of anti-oppression are important outcomes expected of all the work we do.

Our Natural Yard Care coordinators provide residents in Seattle and King County with information on natural yard care topics covering all aspects of landscape and indoor plant care. Coordinators reach out to the public in Seattle and King County through virtual and in person educational events. A major component of this position includes working on the Garden Hotline for phone, email and walk in queries by residents and includes hazardous waste management calls and RainWise program online chats. Saturday, evening and occasional Sunday activities are included at times with adjustment to the weekly schedule. Additional duties may include Natural Yard Care classes for suburban cities in King County and Dirt Alert education with Seattle/King County Public Health throughout southwest King County.

In 2020 - 2022, we have implemented policies in line with state standards such as potentially requiring participants to wear masks, limiting group sizes, and holding programming outdoors or online to ensure safety amidst the Covid-19 pandemic. Our approach will be evaluated on an ongoing basis with state health guidelines and City of Seattle protocols in mind. Staff members working on city managed contracts are required to be up to date with Covid-19 vaccinations.

JOB RESPONSIBILITIES

- Provide residents in Seattle and King County with information on plant care and selection, insect and animal plant pests, plant disease issues, IPM alternatives to pesticide use, weed management, urban food growing, soil building, soil biology, composting of yard debris and food scraps, use of compost and mulch, grass-cycling, natural lawn care, outdoor water conservation,

home storm water management, RainWise program information, and hazardous waste management.

- Reach out to the public in Seattle and King County through virtual and in person educational workshops and presentations, garden tours, tabling at events and other activities with community partners.
- Provide service hours for Garden Hotline phone, email and walk-in queries from residents Monday-Saturday; 9 a.m.- 5 p.m., Hazardous Waste phone line on Mondays 9:00 a.m. – 5:00 p.m. and RainWise chats on Wednesday and Thursday between 10:00 a.m. and 2:00 p.m.. Daily work hours are 9 a.m.-5:30 p.m. unless outreach activities are scheduled for other times.
- May assist in other education activities of Tilth Alliance as needed and as scheduling allows.
- Support the development and success of all Tilth Alliance programs, attend staff meetings, participate in equity work at organization, support events and other duties related to being a member of the Tilth Alliance staff.
- Uphold Tilth Alliance’s Covid-19 safety policies in all interactions while at work.

DESIRED RESPONSIBILITIES

- Associate’s or Bachelor’s degree in a related field – horticulture, biology, botany, environmental sciences.
- Fluency in Spanish, Vietnamese, Chinese or other foreign language
- Demonstrated ability and success working with people from a variety of racial, cultural and economic backgrounds, with various lifestyles, from a variety of age groups, and varied sexual and gender orientations

REQUIRED SKILLS

- Extensive knowledge of Pacific Northwest gardening techniques, plants, pests and their management using sustainable practices, backyard composting and soil building techniques
- Knowledge of waste management practices in the King County area including hazardous waste
- Stormwater management techniques and familiarity with the RainWise program
- 2-4 years horticulture or environmental sciences program delivery, teaching, or field experience
- Excellent customer service skills
- Strong verbal and written communication skills including social media experience. (A short writing sample will be requested)
- Strong computer, organizational and time management skills; proficient in Microsoft applications. Excellent research skills, including use of internet search engines, wiki, and printed resources.
- Self-directed, able to work independently, and cooperative and able to work in a team and follow through on deadlines
- Have vehicle and be able to transport self and teaching materials to locations throughout the King County area

This is a 40 hour, full time, non-exempt position scheduled for Monday through Friday with flex hours for added outreach or other Tilth Alliance educational activities. Saturday outreach activities are regularly scheduled one to two times per month with adjustments made to the weekly schedule. Occasional Sunday and evening activities are at times required. This position is eligible for benefits including medical, dental, vision insurance, Flexible Spending Account for childcare, healthcare and transportation expenses, 401k, paid vacation, sick and holiday time. This position will be based at the main office in Wallingford with some expectation for travel throughout King County. Compensation - \$20.00 to \$24.00 hourly; DOE.

The job description does not constitute a written or implied contract of employment. Tilth Alliance reserves the right to revise or change job duties and responsibilities as the need arises. Requirements are representative of minimum levels of knowledge, skills, and experience required.

To Apply: No phone calls please. Submit a letter of interest and resume outlining 1) your experience with the qualifications listed above and 2) why you are interested in this position. Email all materials to **lauramatter@tilthalliance.org** with the subject "Natural Yard Care Education Coordinator". **This position is open until filled.**

Tilth Alliance is proud to be an equal opportunity workplace dedicated to cultivating a diverse and inclusive work environment. We believe that diversity is essential to achieving our mission. Tilth Alliance is an equal opportunity employer and will not discriminate against any employee or applicant on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, veteran status, or any classification protected by federal, state, or local law. Women, people of color, and individuals from under-represented communities are strongly encouraged to apply.