



GROWING HOME

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Outreach Assistant Job Opening

Growing Home, an innovative urban agriculture social enterprise, seeks an Outreach Assistant.

Growing Home's mission is to operate, promote, and demonstrate the use of organic agriculture as a vehicle for job training, employment, and community development, and we have been farming and training for over 10 years in Englewood.

The Outreach Assistant Position is a part-time contract position through mid-November 2017, approximately 25 hours/week. The job will require some evening and weekend hours.

The Outreach Assistant works at the Wood Street Urban Farm, 5814 S. Wood Street, and reports to the Outreach Director. To apply, submit an application to outreach@growinghomeinc.org. Your application must consist of a cover letter and resume. The subject line of your application email should be "OUTREACH ASSISTANT." Applications must be received by April 7, 2017 at 5:00 pm.

Position Responsibilities

- Assists in preparation for events held at the Wood Street Urban Farm, such as Open Houses, cooking demonstrations, workshops, volunteer days, and tours
- Assists in leading tours, workshops, pop-up markets, cooking demonstrations, and supervising volunteer groups
- Assist in maintaining a "Learning Garden" section of Honore St. Farm
- Assists in building relationships with community groups to build school or community gardens
- Assists in representing Growing Home while canvassing, tabling, and at community events
- Completes basic office support tasks including answering the phone, making copies, and maintaining general office organization and cleanliness
- Provides word-processing and secretarial support, including entering and updating data into spreadsheets, preparing documents, and using Google Docs
- Assists in other outreach tasks as needed

Qualifications

- Commitment to the mission of Growing Home
- Ability to represent Growing Home, interact with guests with a pleasant and positive attitude, and build relationships
- Demonstrated ability to lead workshops for children and adults
- Excellent verbal and written communication skills
- Demonstrated gardening/farming knowledge
- Strong organizational and time management skills, including the ability to work independently and problem-solve
- Familiarity with Greater Englewood
- Strong computer skills, including using Microsoft Office and Google Docs

5814 S Wood St, Chicago, IL 60636 773.434.7144

www.growinghomeinc.org