



Company Mission Statement:

Building pathways for vulnerable children, families and communities
to achieve well-being and self-reliance

Position: Part-time (25 hours per week)

Salary: \$20,000-\$30,000 annually based on experience

Community Engagement and Agriculture Coordinator

Summary/Objective

The Community Engagement and Agriculture Coordinator is primarily responsible for managing and maintaining a healthy and vibrant aquaponics system, traditional garden and greenhouse operation in a learning environment, while engaging the community in agriculture education, encouraging home gardens, and strengthening food security in our INMED USA community. The Ag. Coordinator collaborates with a committed team that works across the community to provide food stability and security, health and nutrition education, and wellness opportunities. The Ag. Coordinator provides instruction in all aspects of the aquaponics greenhouse processes and gardens, is responsible for the day-to-day operations and production of the greenhouses and gardens and works closely with the Program Manager to promote nutrition, wellness, sustainable agriculture, and home gardens.

Primary Job Responsibilities

The Community Engagement and Agriculture Coordinator is responsible for independently performing all tasks required of the position. Core functions include:

Agriculture:

1. Maintain bountiful, diverse organic vegetable, fruit, and/or herb aquaponics greenhouse gardens in all phases of care from planning to planting to harvest, including seedling production, plant care, fish rearing, water quality monitoring and system maintenance.

2. Maintain bountiful, diverse organic vegetable, fruit, flower, and/or herb traditional outdoor gardens in all phases of care from planning to planting to harvest.
3. Maintain inventory of supplies and inputs to keep operations running smoothly and safely without interruption.
4. Maintain comprehensive crop production and distribution records for data tracking, analysis and reporting.
5. Utilize and promote sustainable ecological practices, including water conservation and organic production.
6. Maintain needed infrastructure to keep gardens and greenhouse vibrant, safe and clean.
7. Assist in development and implement sustainable agriculture and aquaponics training curricula.

Community Engagement

1. Engage children, youth, and adult participants in experiential greenhouse and garden activities.
2. Plan lessons and activities to engage participants in the greenhouse and gardens that reflect sustainable agriculture best practices.
3. Create and enhance connections between INMED, agricultural groups, County agencies, Loudoun County Public Schools, social groups and activities, and the broader community.
4. Engage in specific initiatives such as school visits, tours, or community initiatives to broaden awareness of INMED, aquaponics, and sustainable agriculture.
5. Create initiatives like Spotlight on Agriculture, Harvest Festivals, Veggie Cook-Off, Nutrition Club, Spring Seedling Project, and other garden related activities to broaden awareness and markets.
6. Coordinate and supervise volunteers contributing to the greenhouse and gardens.
7. Contribute, as part of the INMED team, to organizational activities such as community events, social media and community outreach, evaluation tracking (including collecting and submitting data), lesson design, etc.
8. Cultivate health and environmental sustainability in program strategy and implementation to meet project objectives and targets.

Qualifications, Competencies, Skills, and Abilities

- Degree or commensurate experience in sustainable agriculture, community development, or related field.
- Minimum of 3 years' experience in the agricultural field (community gardens, etc.) and in community organization preferred.
- Effective interpersonal communication skills with the ability to communicate with diverse personalities in a tactful, professional, and positive manner; ability to influence and engage a wide range of community members and build long-term relationships.

- High level of organization and engagement, innovation and initiative, passion for engaging the community, flexibility and commitment to cultivate vision and values.
- Computer competence including MS Office Software (specifically Word and Excel) and Google suite.
- Transportation and a good driving record.
- Ability to pass a background test
- Proven ability to achieve results, manage multiple tasks simultaneously, adhere to deadlines, and work well under pressure both independently and as part of a team.
- Experience with and passion for working on behalf of the low income community and traditionally underserved individuals.
- Bilingual Spanish skills preferred.

Work Environment

Outdoors, in a greenhouse, and indoor training and activities.

Physical Demands

While performing the duties of this job, the employee is regularly required to talk and hear. The employee requires the ability to lift 50 lb. and work in outdoor conditions for up to five hours at a time in all four seasons.

Position Type and Expected Hours of Work

This is a part-time position with 25 hours per week. The core hours are flexible and may include evenings and weekends for activities and events.

Travel

The position may require travel within the USA.

Work Authorization

Must be eligible to work in the United States and pass a background check.