



# Job Description

## Growing Growers Learning Network

### Community Educator

This position is part of the Growing Growers Learning Network in the Wichita, KS area. The overall program is designed to train and educate new farmers and specialty crop growers to help feed our community through a combination of workshops and mentorship. This position will be focused on educating both youth and adults about locally grown specialty crops as both a source of high quality food and as a potential entrepreneurial opportunity.

#### Requirements

Ability to work with both adults and youth in a variety of learning environments, including in-person and virtual settings.  
Competent working knowledge of computer software, including Microsoft Office, Zoom, and related programs.  
Strong organizational skills and attention to detail.  
Strong customer service and interpersonal skills.  
Ability to communicate clearly through public speaking, written communication, and digital settings.  
Experience in educational program planning, delivery and evaluation.  
Ability to deliver educational programs that best serve the needs of diverse audiences in a variety of contexts.  
Strong interest in and ability to learn about growing, cooking, and promotion of consumption of specialty crops (fruits, vegetables, herbs, etc.)  
Must have a valid drivers' license, insurance, and reliable transportation.  
High school diploma or equivalent.

#### Preferred

Experience with growing and cooking specialty crops (fruits, vegetables, herbs, etc).  
Experience working with both adults and youth educational programs.  
Experience teaching in both in-person and virtual settings.  
Excellent skills in digital and in-person program delivery using a range of current technologies.  
Course work in college level education, communication, community development, nutrition, or agriculture  
Associates or Bachelors' degree in an applicable field (horticulture, education, communications, etc.)

#### Hours

Part-time, avg. 20 hours per week, occasional weekends and evenings required. Schedule can be negotiated and flexible, depending on educational programming needs. This position is through Dec. 31, 2021 only.

#### Duties Include

Assist with selection and/or creation of education program materials and curricula for use in specialty crop education programs  
Learn and practice delivery of specialty crop education programs.  
Work with community partners to recruit participants, schedule, and deliver specialty crop education programs for schools, youth organizations, and adults.

Prepare and transport supplies and materials for education programs.  
Evaluate learning of youth and adults through the education programs.  
Assist in recruiting and training local specialty crop farmers to participate in delivery of community education programs.  
Work with supervising agent and program manager on program planning, delivery, and evaluation.  
Train volunteers in delivery of specialty crop education programs.  
Other duties as assigned.

**Pay and Benefits** \$14.00 per hour; mileage reimbursement; position can be flexible except during peak periods

**To Apply** Review of applications starts April 16th, open until filled.  
Send resume, cover letter, and attached application to:  
Rebecca McMahon  
Sedgwick County Extension  
7001 W. 21<sup>st</sup> St N  
Wichita, KS 67205  
or by email at [rmcmahon@ksu.edu](mailto:rmcmahon@ksu.edu)

K-State Research and Extension is an equal opportunity provider and employer.

Date of Application

**PROGRAM ASSISTANT - APPLICATION FOR EMPLOYMENT**

Please attach a resume.

**NAME**

First Name

Middle Initial

Last Name

**ADDRESS**

Street Address

City

State

Zipcode

TELEPHONE (Mobile)

(Home)

E-MAIL ADDRESS

What is the earliest date you will be available to start work?

**EDUCATION**

High School Diploma or GED certificate Yes

No

**COLLEGE, BUSINESS OR VO-TECH SCHOOLS ATTENDED**

List names and locations of schools, degrees or certificates received and special skills learned. Limit 1230 characters

PLEASE LIST COMPUTER SKILLS: Limit 1600 characters

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## **JOB SKILLS**

Please summarize experience related to: (Limit 1200 characters per box)

**Administering programs**

**Managing events and activities**

**Teaching in formal and non-formal settings**

**Managing volunteers and employees**

**Working with youth**

## WORK HISTORY

List in order all positions you have held starting with most current, including any time you were in business for yourself and any periods of military service. If your duties changed significantly in the course of any employment, indicate changes as separate employment. Resume may not be substituted for following employment history.

### **Last or Present Employment**

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Employer: Job Title:  
Address: Dates of employment: to  
Phone: Hours per Week: Immediate Supervisor:  
Type of Business: # of People Supervised: for years months  
Duties While Employed (also list equipment used regularly in the work of this position):

Reason for Leaving:

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### **Other Employment**

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Employer: Job Title:  
Address: Dates of employment: to  
Phone: Hours per Week: Immediate Supervisor:  
Type of Business: # of People Supervised: for years months  
Duties While Employed (also list equipment used regularly in the work of this position):

Reason for Leaving:

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Employer: Job Title:  
Address: Dates of employment: to  
Phone: Hours per Week: Immediate Supervisor:  
Type of Business: # of People Supervised: for years months  
Duties While Employed (also list equipment used regularly in the work of this position):

Reason for Leaving:

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Employer: Job Title:  
Address: Dates of employment: to  
Phone: Hours per Week: Immediate Supervisor:  
Type of Business: # of People Supervised: for years months  
Duties While Employed (also list equipment used regularly in the work of this position):

Reason for Leaving:

