



MISSION

WACO | WORLD

Job Description	
MWMW Position Title: URBAN REAP PROGRAM COORDINATOR	
Staff Group:	<input type="checkbox"/> Executive Staff <input checked="" type="checkbox"/> Program Coordinator <input type="checkbox"/> Operations/General Staff <input type="checkbox"/> Program Director <input type="checkbox"/> Program Staff <input type="checkbox"/> Administrative Staff <input type="checkbox"/> Retail Manager <input type="checkbox"/> Retail Staff <input type="checkbox"/> _____
Immediate Supervisor: Urban REAP Director	
Immediate Subordinates: N/A	
Status: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt	Position Originally Created: April 2022
	Date Last Revised: N/A
Hours Per week: Up to 40 hrs per week	
<p>General Summary: This position works with the Urban REAP Director to craft and execute programs that communicate creation care and ecological justice to the Waco community. A crucial part of this is our Education and Community Programming that is free to the community, as well as the management of our Garden Center, where community members can buy plants affordably. Another program is the Wellness Initiatives at Jubilee Food Market, Urban REAP’s sister community grocery store in the urban food desert of North Waco. As such, this position supports Mission Waco’s vision to continue to provide affordable and healthy food to low-income neighbors, and to promote healthy living among community residents. Finally, this position assists with general operations of Urban REAP Programs, such as our aquaponics system, our composting system and our Garden Center.</p>	
Critical Functions and Responsibilities	
<p>1. <u>Education and Community Programming:</u> Plan out and facilitate programming for children, youth and families to engage with different issues and themes at Urban REAP. Community Programming includes free monthly workshops for adults, free monthly Discovery Activities for children and families, and planning for other opportunities to share resources with the community. Educational Programming includes workshops and classes for private groups that visit Urban REAP.</p>	
<p>2. <u>Garden Center Management:</u> Oversee the Garden Center displays and staffing; this includes managing the plant inventory, creating educational signage, ensuring coverage, providing high level customer service, managing cash transactions, and developing strategies for growth.</p>	
<p>3. <u>Compost Program:</u> Assist the Urban REAP Director with the overall management of our composting program, including the Bucket Subscription Program that community members use to drop off food waste. Collaborate with the Urban REAP Director on compost educational programming</p>	

The functions and responsibilities contained in this Position Description are not all inclusive. Other duties and requirements may be assigned at any time.

4. Team Management: Assist in managing volunteers and interns on short- and long-term projects around Urban REAP. Facilitate trainings as needed to incoming volunteers and interns.	
5. Community Engagement: Develop relationships with community entities to promote, educate, and mobilize neighborhood residents and the middle-class population to visit Urban REAP and JFM. Create a database of interested local parties (i.e., Churches, non-profits, businesses, donors, etc) to keep updated and engaged in potential fund-raising opportunities, events, promotions, etc. Assist with Social Media posts and campaigns to maintain Urban REAP’s presence online.	
6. Live Well Initiative @ Jubilee Food Market: Create opportunities for neighborhood residents to understand the importance of healthy eating and living. Work with outside organizations/volunteers to schedule events at JFM, promoting and educating healthy living (at least twice per month for smaller, high-trafficked-day events, and an annual health fair in the Fall).	
7. Eat Well Initiative @ Jubilee Food Market: Serve as the liaison between Urban REAP and JFM to sell Aquaponics-grown produce at JFM; collaborate with JFM staff to order organic, healthier, food in the store, when possible and approved by the JFM General Manager. Help research organic and healthy product that JFM can carry on its shelves	
Additional Functions and Responsibilities	
1. Help connect JFM and Urban REAP to local sustainability/food/hunger coalitions and groups. Represent Mission Waco Mission World in said groups, either with Urban REAP Director’s or in place of-at Urban REAP Director’s discretion.	
2. Learn GiANT Worldwide leadership material/tools. Help use GiANT with staff at Urban REAP.	
3. Increase neighborhood SNAP usage.	
4. Attend monthly all-staff meetings and Program Director’s Meetings	
5. Assist with equipment maintenance as needed	
Requirements/Preferences	
Minimum skills and knowledge required:	Skills and knowledge preferred:
<ol style="list-style-type: none"> Background or familiarity with horticulture, agriculture, environmental science, biology, and/or education Strong computer skills (Microsoft Office, Canva, Google Suite) Exemplary mathematical and analytical skills 	<ol style="list-style-type: none"> Knowledge of Waco Neighborhoods Experience with Public Health, non-profit management, or “Back office” of retail Point of Sale system
Minimum previous experience required:	Previous experience preferred:
<ol style="list-style-type: none"> Project Management Education experience 	<ol style="list-style-type: none"> Horticultural experience Supervisory experience Graphic design Retail/customer service experience

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Minimum education required: Bachelor's degree in Environmental Science, Education, Public Health, or related	Education preferred: Masters degree in Environmental Science, Education, Public Health, or related
Minimum communication skills required: 1. Excellent written and verbal communication skills	Communication skills preferred: 1. Bi-lingual (Spanish/English) language skills
Special training, certification or licensing required: N/A	
Behavioral, emotional, mental requirements: 1. Ability to maintain good and clear communication with co-workers, volunteers, customers, and vendors. 2. Desire to address systemic issues surrounding poverty, specifically related to food-deserts.	
Other requirements: 1. Able to lift 40 lbs without restrictions. 2. Able to work irregular hours including weekends. Other preferences: 1. Mature Christian	

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