



MISSION WACO | WORLD

Job Description	
MWMW Position Title: URBAN REAP COMMUNITY PROGRAMS 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: Volunteers, Students Worker and Interns	
Status: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt	Position Originally Created: January 2025
	Date Last Revised: N/A
Hours and Pay: Up to 40 hours per week, evening and Saturday availability required. This position is funded by grants and for 2025-2027 the funding is through EPA. Starting pay is \$21/hr. Benefits are available as described in the personnel policies, and if funding is available through the grant (EPA funding is available through 2027).	
General Summary: Urban REAP works to address environmental issues that impact our community through education, food production, composting, and community building. We have four main initiatives: food production at our aquaponics greenhouse; selling affordable plants and garden supplies at our Garden Center; collecting and composting food waste; and providing education and community programming. This position works with the Urban REAP Program Director and Assistant Program Director to craft and execute programs that strengthens our community engagement through these initiatives, as well as assist with the general operations of our program.	
Critical Functions and Responsibilities	
<p>1. Education and Community Programming: Plan out and facilitate programming for children, youth and families to engage with different topics related to nature, sustainability and creation care through REAP’s educational and community programming; this includes developing curriculum, coordinating with partners, and promoting REAP opportunities within the community. Strengthen REAP’s engagement with local educators to promote environmental care and REAP programming. Assist the Program Director in guiding interns and student workers on the REAP Education Team to implement successful programming.</p> <p>REAP’s Community Programming includes free monthly workshops for adults, free monthly Discovery Activities for children and families, and attending community events. Educational Programming includes workshops, classes and tours for private groups that visit Urban REAP.</p>	
<p>2. Garden Center Programming: Collaborate with the Program Director and Assistant Program Director to develop and implement strategies to strengthen our community engagement and education through the Garden Center; staff the Garden Center during open hours: engage with customers to answer questions, make sales, and build community; support the Assistant Program Director with maintaining product quality and displays; handle cash transactions; and assist with the inventory as needed</p>	

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

<p>3. Compost Program: Assist the Assistant Program Director with the overall management of our composting program; this includes working with our compost systems, communicating with our Compost Club subscribers, and creating occasional programming for our Compost Club members. Collaborate with the Urban REAP Director on compost educational programming. Support with compost and waste collection at contracted events for clients.</p>	
<p>4. Waco Family Medicine (WFM) Partnership: Plan and execute regular events for WFM staff at the WFM Community Gathering Space; create educational signs and programming to engage the WFM community in “food as health”</p>	
<p>5. Team Management: Assist in managing volunteers, student workers and interns on short- and long-term projects around Urban REAP. Facilitate trainings as needed to incoming volunteers and interns.</p>	
<p>6. Community Engagement: Develop relationships with community entities to promote, educate, and mobilize neighborhood residents and the middle-class population to visit Urban REAP. 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.</p>	
<p>Additional Functions and Responsibilities</p>	
<p>1. Participate in Mission Waco’s leadership development curriculum offered by Giant Worldwide</p>	
<p>2. Attend Mission Waco staff events as available, or as scheduled by program director.</p>	
<p>3. Assist with equipment maintenance as needed.</p>	
<p>4. Keep accurate time records for any direct work for the federal grant, and any in-direct work that is not for the grant, and ensure that they are recorded correctly in payroll software. Instruction provided.</p>	
<p>5. Comply in a timely manner with any requests for record keeping, record retention, expenditures, reporting, etc that may be required for federal grant. Instruction provided.</p>	
<p>Requirements/Preferences</p>	
<p>Minimum skills and knowledge required:</p> <ol style="list-style-type: none"> 1. Background or familiarity with horticulture, agriculture, environmental science, biology, and/or education 2. Intermediate skills in Microsoft Office, Canva, and/or Google Suite 3. Organization and time management 4. Education for children and/or youth 	<p>Skills and knowledge preferred:</p> <ol style="list-style-type: none"> 1. Knowledge of Waco Neighborhoods 2. Mastery of Square or other Point of Sale

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<p>Minimum previous experience required:</p> <ol style="list-style-type: none"> 1. Experience in informal education and/or community engagement 	<p>Previous experience preferred:</p> <ol style="list-style-type: none"> 1. Supervisory experience 2. Graphic design 3. Retail/customer service experience
<p>Minimum education required:</p> <p>Associate's degree in environmental science, Education, Public Health, or related</p>	<p>Education preferred:</p> <p>Bachelor's degree in Environmental Science, Education, Public Health, or related</p>
<p>Minimum communication skills required:</p> <ol style="list-style-type: none"> 1. Good interpersonal skills with a variety of populations 2. Public speaking 3. Must be able to professionally represent Urban REAP's and Mission Waco Mission World's values 	<p>Communication skills preferred:</p> <ol style="list-style-type: none"> 1. Bilingual (Spanish/English) language skills
<p>Special training, certification or licensing required: N/A</p>	
<p>Behavioral, emotional, mental requirements:</p> <ol style="list-style-type: none"> 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. 	
<p>Other requirements:</p> <ol style="list-style-type: none"> 1. Able to lift 30 lbs. 2. Able to work outdoors in various environmental conditions (<i>Working outdoors is not required when conditions are hazardous to human health</i>) 3. Able to work irregular hours including weekends. <p>Other preferences:</p> <ol style="list-style-type: none"> 1. Mature Christian 	

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