

Education Coordinator

Status: Reports to Outreach Director

Purpose: Coordinate Co-op sponsored workshops, cooking classes, and demos inside and outside of the Co-op.

Responsibilities: Include but are not limited to...

- Coordinate educational workshops, cooking classes (public and private), and food demos (in-store and externally) in conjunction with store departments that keep with our Co-op's mission and that are of interest to both our Co-op's owners and the general public.
- Locate and work with instructors for both educational workshops and cooking classes.
- Coordinate children and young adult programming including the cultivation of deeper relationships with youth-centered community organizations.
- Give store tours.
- Assess and revise classes using the class evaluation system and assist with end of the year reporting regarding educational programming.
- Lead "Getting to Know Your Co-op" and "Allergen Free Living" classes as needed.
- Assist with educational programming, events, and demos about local food for area farmer's markets, schools, and community organizations.
- Represent the Co-op for media interviews, including but not limited to TV, print, and radio, as needed.
- Work closely with the Owner Services Coordinator on registration and financial aspects of all the classes.
- Work with the Outreach staff to promote MFC-sponsored educational workshops and cooking classes.

The following are responsibilities shared by other Outreach Department employees...

- Assist with other Co-op & community events as needed.
- Investigate and implement ways to expand Outreach activities into surrounding areas.

Qualifications:

Food Knowledge

- Love of food, cooking, and recipes.
- Ability to actively demonstrate cooking and food prep techniques while speaking.
- Familiarity and strong interest in food politics, environmental, and health issues.
- Knowledge of food safety regulations. ServSafe certification preferred.
- Familiarity with specialty diets and ability to cook food according to those restrictions, for example, vegan, gluten-free, soy-free.
- Knowledge of natural, organic, and local foods.

People Skills

- Ability to develop and maintain favorable relations with staff, owners, local suppliers, board and media.
- Experience working with volunteers preferred.
- Excellent communication skills; good listener; gives clear instructions; ability to present information in a professional manner to small or large groups.

- Ability to handle impromptu questions.
- Ability to lead store tours.
- Desire to work with people of all ages.
- Ability to work independently and create programming appropriate for all ages, organizations, and income levels.

General

- Flexible availability; including nights and weekends.
- Demonstrated ability to meet goals.
- Excellent organizational skills.
- Ability to handle multiple demands, simultaneously and prioritize tasks.
- Familiarity with Microsoft Office and desktop publishing.
- Self-directed and self-motivated.
- An energetic, positive, and charismatic personality is required.
- Demonstrated writing and editing skills.
- Ability to work within a budget.
- Enthusiasm to learn new and current technologies that could improve programming
- Familiarity with Cooperative Principles preferred.