

Job Title: Education Coordinator
Location: Combination Remote/ On site at Uptown Farms
Terms: Contract
Rate: Commission based off percentage of income generated

Job Description:

Uptown Farms Pumpkin Patch and Corn Maze is looking to contract with someone passionate about educating youth and creating educational agriculture experiences for students. The person who fills this role will be responsible for:

- Promoting weekday opportunities for schools and other groups to come to Uptown Farms.
- Booking school groups and other daytime, weekday (Monday-Friday) groups and events including creating awareness of the opportunities, communicating with groups and finalizing details.
- Handling all onsite management of weekend day group events (Monday-Friday).
- Collecting payment from groups.

Additional Responsibilities:

- Assistance in social media content development specifically as it relates to weekday events
- Assistance in planning of weekend special events

Requirements:

- Friendly, outgoing person who is good with children
- Interest in working with children and educators
- Understanding of agriculture and has a passion to expose others to the industry
- Availability to be on site during normal school hours, Monday – Friday when events are booked. This person will be solely responsible for setting dates/times for groups with complete flexibility to book around a schedule that works for him/her.
- Efficient in basic computer skills
- Basic understanding of social media preferred but not required
- Must pass background check.

To apply, please email cover letter and resume to Uptown Farms at UptownFarms@hotmail.com. Applications close June 15.