



Position Description: VISTA – Permaculture Projects Coordinator Job Description

ORGANIZATION: EarthDance

ORGANIZATIONAL MISSION: EarthDance sustainably grows food, farmers, and community one small farm at a time, through hands-on education and delicious experiences.

POSITION: VISTA – Permaculture Projects Coordinator, EarthDance

LOCATION: 233 S. Dade Avenue, Ferguson, MO 63135

EarthDance is seeking a self-motivated, creative and resourceful individual with excellent communication and organizational skills, experience in permaculture, natural building, and other types of construction, and a commitment to EarthDance's mission, to serve as our Permaculture Projects Coordinator.

SUMMARY OF POSITION The Permaculture Projects Coordinator (PPC) will build EarthDance's capacity to serve the St. Louis region and beyond as a leader in sustainable agriculture and permaculture education through the development of our Organic Farm School's campus, including overseeing sustainable building projects, water management landscaping, integration of animals into EarthDance's farmscape, and facilitating public education about permaculture design. Position responsibilities will include leading volunteers, overseeing various construction projects, assisting with relevant grant writing, and participating in community outreach activities to educate the public about EarthDance.

PRIMARY RESPONSIBILITIES

1. Facilitate development of EarthDance's Organic Farm School Campus

- Consult with EarthDance staff to determine a site plan implementation schedule
- Assist in the creation of project budgets and work plans
- Communicate with contractors and partner organizations regarding schedules, work plans and volunteer needs
- Communicate with Ferguson City officials regarding permitting issues
- Oversee project volunteers and assist in the execution of building and land management activities

2. Facilitate public education about permaculture design

- Plan and host monthly permaculture events at EarthDance during the farming season
- Communicate with guest permaculture educators to establish a schedule for permaculture education activities

- Collaborate with EarthDance staff and guest educators to carry out planned permaculture education activities

3. Assist with the creation of grant proposals and in-kind funding requests in order to fund permaculture projects

- Communicate with EarthDance staff to identify relevant funding opportunities
- Assist with the development of grant proposals and in-kind funding requests

4. Assist with EarthDance's Community Outreach Efforts

- Assist other staff in leading tours and other on-farm public events
- Represent EarthDance at community events

SKILLS, QUALIFICATIONS, & KNOWLEDGE REQUIRED

1. Proven experience and skills in construction
2. Formal or informal training/ education in permaculture design/ theory
3. Experience leading volunteers or supervising employees or students
3. Demonstrated strong time management and organization skills
4. Ability to work effectively in a demanding, high-energy environment and manage multiple tasks and priorities, while maintaining a sense of humor
5. Experience working effectively as part of a team
6. Professional, friendly, and enthusiastic personality
7. Demonstrated ability to lead by example, with a strong work ethic, compassion and integrity
8. Proficiency with Windows Microsoft Office, Google Groups and Google Drive

SKILLS, QUALIFICATIONS, & KNOWLEDGE DESIRED

1. Knowledge of agricultural and food system issues
2. Experience with natural building techniques
2. Permaculture Design Certified
3. Experience working with farm animals
3. Enjoyment of farming and gardening and interacting with the public.
4. Superior attention to detail.

OTHER REQUIREMENTS

- Use of personal computer or laptop
- Reliable transportation or the ability to navigate the public transportation system

OTHER CONSIDERATIONS:

- Position may involve some travel.
- Position may evolve into regular salaried position with EarthDance upon fulfillment of Americorps service and responsibilities.



HOURS: This is a full-time position, requiring 40 hours/week.

COMPENSATION: VISTA Living Allowance. This is an Americorps VISTA position. [Click here](#) for more information on becoming an Americorps VISTA. Housing is not included in the VISTA stipend.

CONTACT: To apply for this position, please send a resume and cover letter to: Rachel Levi, Program Director, at rachel@earthdancefarms.org (No phone calls please.)