



## **COMMUNITY GROUNDWORKS POSITION DESCRIPTION**

***Title: Farm to ECE Trainer***

***Reports To: Outreach Manager***

### ***General Statement of Duties and Responsibilities***

The Farm to ECE Trainer will develop and share materials promoting the best practices in farm to early care and education (ECE) through its Growing Capacity for Farm to Early Care and Education project, funded by a grant from the W.K. Kellogg Foundation.

### ***Specific Duties and Responsibilities***

- Develop training materials based on identified needs of ECE providers and support organizations.
- Conduct trainings about best practices in farm to ECE.
- Facilitate networking opportunities for ECE providers and support organizations.
- Create and disseminate farm to ECE resources such as toolkits, briefs, and other publications.
- Assist in grant data collection and reporting duties.
- Other tasks as assigned.

### ***Required Knowledge, Skills and Abilities***

- This position requires a bachelor's degree and a minimum of two years experience in early care or education, public health, food systems, dietetics, public policy, or equivalent.
- Experience working with non-profit organizations desirable.
- Strong experience working with productive, proactive teams.
- Proficient use of smart phones, office software, email, and other technology.
- Ability to interact in a professional, courteous, and confidential manner with others and to function as an ambassador of the agency in a wide variety of venues and circumstances.
- Ability to communicate effectively both verbally and in writing, including the ability to listen and solve problems.
- Ability to provide support and leadership while working with groups of people on projects.
- Experience working with diverse groups of people in community settings, with cultural competence.
- Strong organizational and communication skills and a demonstrated ability to follow through on commitments, responsibilities, and tasks.
- Flexibility and willingness to grow in response to needs or changes in the field.
- Ability to be innovative and resourceful while planning and organizing a demanding workload.
- Ability to commit to and promote CGW's mission, goals and priorities.

### ***Additional Information/Requirements:***

- The incumbent must own or have unrestricted access to reliable automobile transportation, provide proof of automobile insurance as required by the State of Wisconsin, and provide a copy of a valid Wisconsin driver's license. Employees are required to provide updated proof of

insurance and driver's license as they renew.

**Position Classification:**

This position is FLSA Exempt; Part Time: 0.5 FTE

**Probationary Period:**

This position has a six (6) months probationary period.

**Approvals:**

_____	_____
Employee	Date
_____	_____
Supervisor	Date