



Education Manager Job Description

Name of Position: Education Manager

Address of Employer: World Hunger Relief, 356 Spring Lake Road, Waco, TX 76705

Job Location: World Hunger Relief, 356 Spring Lake Road, Waco, TX 76705

Reports to: Executive Director (ED)

Direct Supervision of: Volunteers, interns, and any additional education staff

Position Type: Full-time, salaried

Regular Work Hours: Mon-Fri and occasional Saturday Farmers Market duty on a rotational basis. Daily start time and workday lengths vary by season and demands of the position; flexibility is necessary and travel is infrequent.

Compensation:

- \$50,000 Annual Salary
- Benefits Package: Health Insurance (with optional Dental & Vision), Long & Short-term Disability insurance, Basic Life/AD&D insurance, & workers compensation
- Leave:
 - Paid Time Off: 17 days (136 hours)
 - Paid Health Leave: 10 days (80 hours)
 - Paid Holidays: New Year's Day, MLK, Jr. Day, Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day/Indigenous People's Day, Thanksgiving Day, Christmas Eve Day, Christmas Day
 - Additional Paid Leave: Maternity & Primary Caregiver Leave, Court Leave, Bereavement Leave
- 25% Staff Discount (WHR products)

Supports the mission of the World Hunger Relief by: managing all aspects of WHR's educational programming via the Blackland Prairie Center for Sustainability. This includes supervising education staff, managing budgets, and facilitating, monitoring, and evaluating educational programs.

Job Summary: The Education Manager supports the planning, coordination, and execution of all educational and volunteer programs under the guidance of the Executive Director. This role focuses on ensuring programs run smoothly, budgets are adhered to, and organizational goals are met.

Updated December 2024



Essential Functions

- **Oversee Blackland Prairie Center for Sustainability's Programs & Operations**
 - Support and supervise staff when available
 - Work under the guidance of the ED to develop programmatic values and goals
 - Communicate and ensure implementation and adherence to the programmatic values and goals
 - Create and actively manage budgets to ensure financial sustainability across all educational sectors
 - Maintain diverse revenue streams and include staff where appropriate
 - Implement engaging and effective educational programming, maintaining an engaging atmosphere for all ages
 - **Oversee WHR Internship Programs**
 - *Develop and Implement Program Structure:* Design the program framework, including objectives, curriculum, schedules, budget, staffing, management, evaluation, recruitment, timeline, and deliverables
 - *Pursue Financial Sustainability:* Support and coordinate with ED to pursue diverse funding opportunities
 - *Recruitment and Selection:* Oversee the recruitment process, including posting internships, reviewing applications, and conducting interviews
 - *Onboarding and Training:* Facilitate the onboarding process and develop training materials
 - *Mentorship and Support:* Provide guidance and support to interns, including regular check-ins and problem resolution. Serve as a program supervisor for individual participants (being available as pastoral presence outside of formal instruction, with emphasis on participants' holistic development and transformation)
 - *Program Evaluation:* Assess the effectiveness of the program, gather feedback from interns and stakeholders, and make improvements
 - *Collaboration:* Work internally with various departments and teams to ensure alignment with organizational goals and to integrate interns effectively. Work externally with appropriate partners and stakeholders to enrich the intern experience.
 - *Reporting:* Prepare and present reports on program outcomes, intern performance, and other key metrics

Essential Functions (continued)

- **Support World Hunger Relief's Institutional Development**
 - Represent WHR in educational settings as needed



**WORLD
HUNGER
RELIEF**



Spring Lake
FARM



BLACKLAND PRAIRIE
Center for Sustainability

- Provide subject matter expertise and educational guidance for social media
- Commit to continual learning of best practices, new research, and emerging trends in education, community development, hunger alleviation, sustainable agriculture, etc.
- Attend relevant conferences and trainings for the purpose of recruitment, networking, and professional development
- Attend pertinent staff meetings and organizational community events (e.g. community meals, birthday parties, staff lunches, etc.)
- Work with ED to build and maintain collaborative, cooperative partnerships with individuals and organizations within and beyond the local community
- Employee Management & Development
 - Support volunteers and interns in fulfilling their roles effectively
 - Conduct evaluations and coaching where appropriate

Job Requirements

- Education:
 - Minimum Required: Bachelor’s Degree
 - Preferred: Master’s Degree in Education, Environmental Science, Sustainability, Sustainable Agriculture or related field
- Experience
 - Minimum Required: 1 year of management, education, and sustainable agriculture experience
 - Preferred: 1+ years of experience in education, program coordination, & small and large scale sustainable agriculture experience

Job Requirements (continued)

What are we looking for in this role?

- Unwavering commitment to excellent educational programming and sustainability
- Excellence in program management with the ability to coach individuals, set and achieve goals, and manage budgets with diverse revenue streams
- Passion, integrity, positive attitude, team leader, mission-driven, and self-directed

Special Knowledge, Skills or Other Abilities

Skills:

- | | |
|---|--|
| ● Empathetic and decisive leader | ● Organized |
| ● Collaborative | ● Excellent teaching and evaluation abilities |
| ● Effective written and oral communicator | ● Effective employee development and management skills |
| ● Enthusiastic and dynamic | |

Updated December 2024



- Action-oriented
- Adaptable - able to pivot quickly
- Creative problem solver

- Strong interpersonal skills
- Time & resource management
- Good listener

Knowledge:

- Team leadership and development
- Informal educational development, facilitation, and evaluation
- Sustainable and regenerative agriculture and ecology
- Food System philosophy and practices

- National, regional, and local food insecurity and hunger data
- Native and natural resources
- Environmental Sustainability
- Budget management

Supervisory Responsibilities:

Interns, volunteers, and any additional education staff

Special Knowledge, Skills or Other Abilities (continued)

Working Conditions and Physical Demands:

Physical effort with some handling of lightweight materials (0 to 15 lbs.).	Frequent
Physical efforts including standing, lifting and carrying light to moderately heavy materials or equipment. (15 to 50 lbs.).	Occasional
Physical effort such as pushing, pulling, bending, lifting and carrying heavy objects (50 + lbs.).	Occasional
Demands require close visual attention.	Frequent
Demands require prolonged mental concentration.	Frequent
Work performed in a normal office environment.	Frequent
Work performed in an environment requiring exposure to weather extremes.*	Occasional
Work performed in an environment requiring exposure to fumes, odors and noise.	Occasional

**Working outdoors is not required when conditions are hazardous to human health.*

Software/Computer Skills:

● Adobe Photoshop	None
● Canva	Intermediate
● Google Suite	Intermediate
● Microsoft Windows	Beginner
● Mac OS	Beginner
● Microsoft Excel	Intermediate
● Microsoft PowerPoint	Intermediate

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- Microsoft Word
- Square (POS)
- QuickBooks (QuickTime)
- Web Browser (Internet)
- Web Maintenance

Intermediate
Beginner
Beginner
Intermediate
None

Level of Independence:

The Education Manager works under the guidance of the ED on matters pertaining to the organization. This individual will frequently work collaboratively with staff in varying degrees and lengths. While soliciting input from the Executive Director is encouraged, they are not always available to do so. The Education Manager will often seek input from staff to inform their work but are ultimately expected to make decisions to ensure the effectiveness, efficiency, and safety of the education department.