

1-11-19 Education Manager, Edible Teaching Garden & Culinary Arts Program, Los Angeles Plaza de Cultura y Artes, 2-10-19 deadline

Job Title

Education Manager, Edible Teaching Garden & Culinary Arts Program

Agency

LA Plaza de Cultura y Artes

Location

501 N. Main Street, Los Angeles 90012

Pay Rate

\$45,000 - \$50, 000 salary

Responsibilities

The Education Manager of the Edible Teaching Garden and Culinary Arts Program will be responsible for the following:

1. Plan and facilitate hands-on instruction in garden workshops for K-12 students during week days and select weekends. Workshops focus on native plants, composting, harvesting, and urban gardening. Utilize a variety of teaching methods and learning modes for small group instruction; including students with special needs.
2. Spearhead year-round garden planning, seasonal planting, and daily maintenance of Edible Teaching Garden: research and select culturally relevant plants to install in garden, plant and harvest, fertilize soil using organic methods, compost, prune fruit trees, execute crop rotation as needed, and maintain vermicomposting. Order and maintain materials and supplies, such as seeds/transplants, soil and tools. Manage garden storage, potting bench, and supplies needed for student workshops. Utilize knowledge of care and proper use of tools and equipment used in the development and maintenance of the garden and orchard.
3. Collaborate with LA Plaza Education staff in the conceptualization, research, design, and editing of standards-based curriculum. Draft K-12 grade lesson plans that complement the program mission and learning objectives, as well as a variety of instructional techniques and strategies.
4. Work collaboratively with Culinary Arts Teacher and Culinary Assistant to set up and break down the Edible Teaching Garden and Culinary Arts Program workshops: organize, clean, and maintain equipment and supplies. Maintain cleanliness and organization in all program areas; including the upkeep of garden and storage areas.
5. Demonstrate flexibility as it relates to program implementation, actively assess efficiency and effectiveness to promote program development.
6. Support other LA Plaza Education programs, including LA Troka: Sembrando Cultura y Nutrición, and fill in for program instructors as needed.
7. Develop and maintain budget. Track expenses and program data.
8. Comply with organization policies and follow employee procedures.
9. Perform other duties as assigned and provide support to other LA Plaza Education Department programs, including: Family Days and Teacher Training Sessions.

### Required Skills

The ideal candidate will be a passionate and energetic individual with the following abilities:

- At minimum, a Bachelor's degree in education, history, anthropology, environmental studies or related field and 1-2 years' equivalent experience in K-12 grade teaching
- Must possess a completed Master Gardener Certificate
- Interest in Culinary Arts
- Ability to work as a team member in a dynamic, complex environment, and organize time and workload effectively
- Ability to work outdoors
- Familiarity with Mexican and Mexican American culture and ethnic diversity of Los Angeles and must demonstrate cultural knowledge and sensitivity
- Excellent public speaking skills with individual and large group audiences
- Bilingual oral and written communication (English & Spanish)
- Proficient in MS Office applications and familiar with database programs

### Physical Demands

- Ability to perform the physical requirements of the job, including frequent standing, walking, bending, kneeling, crouching, lifting, pulling, and carrying up to 30 pounds
- Must be able to stand for long periods of time

### Application Mode

Please send resume and cover letter, demonstrating your interest and qualifications, and at least three references to [jobs@lapca.org](mailto:jobs@lapca.org)

### Application Deadline

February 10, 2019

### Contact for further information

Erika Garcia, [education@lapca.org](mailto:education@lapca.org)