



dream. invent. think. organize.



Job Title:	Segue Gardens Outreach Coordinator		
Department/Group:	Non-Exempt	Job Term	Quarterly-Per Diem
Location:	1636 Churchlane Phila PA 19141	Travel Required:	Yes
Level/Salary Range:	14/hr	Position Type:	Part time-10hrs/wk
Will Train Applicant(s):	Yes	Posting Expires:	Until filled
External posting URL:			
Internal posting URL:	www.ditoinc.org		
Applications Accepted By:			
E-mail: tcouncil@ditoinc.org			
Job Description			
<p>About DITO's Segue Gardens:</p> <p>DITO's Segue Gardens (SGP), is a small and growing 510(c)(3) farming initiative focused on strengthening community health through equitable fresh food access, support of farms and gardens, and facilitation of discovery-based learning. It began with a social worker native to West Oak Lane tired of seeing her neighborhood decline from drugs and poverty. What started as a personal venture to clear a 20-year vacant plot used for illicit activity, quickly blossomed into a holistic plan for communal restoration. Today, DITO Inc. provides educational agriculture courses and organic produce to youth and families, from that once blighted plot. It also provides a weekly food bank coupled with wellness courses that has fed over 1000 families. Over the years DITO Inc. has built working partnerships with non-profits, universities, religious organizations, and political figures to ensure urban communities remain properly serviced</p> <p>Role</p> <p>DITO's Outreach Coordinator position is responsible for building relationships, developing community collaborations, assisting with professional outreach, increasing program awareness, and recruiting, coaching, and managing volunteers. This position requires significant teamwork and collaboration with staff, volunteers and community partners to fulfill the mission of the organization. The Coordinator works in a support role to the Event Manager to manage a portfolio of relationships critical to advancing the non-profits reach. The Outreach Coordinator ensures to infuse program goals and values into all outreach efforts to increase community involvement within the West Oak Lane community. This role also assists with streamlining working networks towards all Segue Gardens educational programming to the community on how to grow their own organic food and gardening.</p> <p>The Outreach Coordinator reports to the Chief Operating Officer and provides direct supervision to hires, interns, and volunteers. This position entails soliciting all events and operations at the garden and functions within a home/office-based coordination and communications setting. The right person will bring enthusiasm, creativity, and cultural sensitivity to the work, while advancing community connections and partnerships. They must have great knowledge and skill in community building, networking and event creation.</p>			

Essential Functions:

- Conduct community engagement efforts to locally assigned constituencies including: professional providers, family caregivers, persons living with dementia, community organizations, volunteers and other community stakeholders.
- Build and strategically expand the number of DITO's community volunteers and partner organizations through year-round outreach.
- Engage and manage relationships with community volunteers to expand the DITO's visibility and programmatic reach within assigned area.
- Conduct goal-setting and performance evaluations of community volunteers.
- Represent the chapter as needed at community events and networking groups.
- Targeted outreach to key constituencies to promote and assess community needs and identify new opportunities for service delivery; as needed in market, organization, lead and conduct community forums in order to develop an informed and community-focused plan for service delivery.
- Provide leadership and/or support as needed for special events, programs, conferences, both internal and external to the organization.
- Expand programming opportunities through diversity and inclusion outreach to priority diverse populations among Hispanic/Latino, African American and LGBT constituencies.
- Participate in community outreach activities.
- Manage and Collaborate volunteer event planning committees.
- Submit quarterly reports to supervisor regarding event outcomes
- Responsible for collaborating/orchestrating press releases
- Keeping track of event attendees
- Provide consistent messages to recruit new support.
- Plan, schedule and execute individual events in conjunction with Event Manager
- Participate in post event de-briefing.

Qualifications

- Should have Bachelor's degree (Business or Non-Profit Management preferred)
- 2 (Two) plus years' experience in sales, corporate development or fundraising or equivalent combination of education and experience.
- Demonstrated experience using MS Office suite, with fluency in Word and Excel.
- Strong computer skills and ability to use existing technology to achieve desired results.
- Demonstrated command of all social media technology and operation.
- Strong project management skills, including ability to balance multiple projects and prioritize effectively.
- Experience managing volunteers is preferred.
- Confident public speaker with the ability to communicate skillfully and effectively with diverse audiences in both oral and written formats.
- Develop and implement new initiatives.
- Ability to relate well with youth and adults; strong interpersonal relationship and alliance building skills.
- Superior flexibility and adaptability, strong work ethic; demonstrated success working in a fastpaced environment.
- Self-starter, able to initiate and complete tasks, and to work both independently and as a member of a team.
- Competency in Spanish is a plus.
- Experience working in urban communities and Black communities and/or communities of color.
- Self-motivated, detail-oriented, with strong organizational skills, and the ability to work independently.

Application Process:

We encourage people of color, LGBTQ, religious minorities, recent immigrants, and applicants from all generational, economic, and educational backgrounds to apply.

Applications will be accepted and reviewed on an ongoing basis until the position is filled. Please submit a resume, two references, and a cover letter to tcouncil@ditoinc.org for consideration. Please reference “Segue Gardens Urban Farm Manager” in the subject line.