



Hiring: Educational Programming Coordinator

Employment type: Part-time, with potential to grow

Company: MAMA TREE

Location: Upper Ojai, CA – mainly remote, partly on-site as needed

About Us:

MAMA TREE is a dynamic regenerative farm dedicated to transforming a once-conventional citrus orchard into a living laboratory of diverse agro-forestry plots. Using Permaculture Design, Holistic Grazing Management, and Regenerative Organic practices, we graze our 20-acre orchard with goats, donkeys, and chickens focusing on building soil, nourishing the trees, and farming with nature. We work hard to create the cleanest, yummiest, most ethically grown and produced products on the market so you can eat with a healthy conscience. We keep our ingredients as local as possible (mostly from our own farm).

Position Overview:

We are seeking a passionate and experienced Educational Programming Coordinator (EPC) who will play a pivotal role in developing, implementing, and managing our educational programs both online and in-person. The ideal candidate will have experience in creating, coordinating, registering, supporting, and facilitating courses on online teaching platforms and in-person workshops, managing administrative tasks, and possess a deep commitment to environmental issues (preferably regenerative agriculture) and increasing eco-literacy and biocultural connection.

Key Responsibilities:

- **Program Development:** Collaborate with the program team, instructors, experts, partners, and content creators to design and develop engaging, high-quality education programs that meet demands and needs for diverse audiences, including students, educators, farmers, land stewards, gardeners, policy makers, and community groups.

- **Course Creation:** Utilize online teaching platforms to create interactive and engaging courses on various topics, ensuring alignment with our ethical mission, brand, and learning objectives.
- **Facilitation:** Oversee the launch and promotion of courses across various channels, (incl. social media, email marketing, in-person, and partnerships with relevant organizations) and be part of coordinating logistics of in-person workshops, farm tours, and educational events (in-person & online), providing engaging and informative experiences and online content for various contexts.
- **Administration:** Manage program logistics, including scheduling, correspondence/communications, instructor coordination, participant registration and orientation, budgeting, editing and updating the website, and resource allocation. Maintain accurate records and documentation related to program activities and participant outcomes, and provide ongoing support to instructors and participants, ensuring a positive and fruitful learning experience.
- **Community Outreach & Partnerships:** Cultivate partnerships with various stakeholders of our valley, Ventura and surrounding counties, schools, community organizations, universities, farms, policy makers, home- and landowners, etc. to promote program participation, collaboration with local regenerative agriculture organizations, and expand outreach efforts, our reach, and impact.
- **Promotion:** Use various social media outlets to promote and market our brand and programs. Work closely with the social media team, not just to promote in-person workshops but also to develop and spread high-quality online educational content.
- **Evaluation and Optimization:** Monitor program effectiveness, course metrics, enrollment trends, revenue generation, and participant feedback and testimonials to make recommendations for continuous improvement and optimization of course content, format, and delivery methods. Stay informed about industry and e-learning trends, regulations, course monetization models, algorithms, and best practices in the educational and environmental sector to inform course development and monetization strategies.

Qualifications:

- Bachelor's degree and/or relevant experience in environmental science, education, communications, marketing, administration, or related fields
- Strong understanding and proven experience in course creation and curriculum development on online teaching platforms and for in-person programs
- Experience in marketing and promotional strategies for educational or environmental programs a plus
- Proficiency in the use of website hosting sites, social media and online course/teaching platforms (e.g. godaddy, mailchimp, thinkific, kajabi, mighty networks, etc.)
- Strong facilitation skills, with experience leading interactive nature-based workshops and agro-ecological courses a plus

- Excellent project management skills, with the ability to manage multiple projects simultaneously and meet deadlines
- Excellent organizational and administrative abilities, with meticulous attention to detail
- Excellent interpersonal skills, with the ability to work independently and collaboratively in a dynamic environment and engage effectively with diverse stakeholders
- Effective communication skills, both verbal and written
- Passion for environmental regeneration and education, preferably with knowledge in agro-ecology, regenerative farming practices, and/or permaculture design
- Experience working in non-profit organizations or educational institutions is a plus

Benefits:

- Competitive salary commensurate with experience
- Opportunities for professional development and advancement within the organization
- A meaningful work environment dedicated to education and regenerative agro-ecological systems

Application Process:

- Please submit your resume and cover letter to mamatreeojai@gmail.com
- Position is open until filled
- This will be removed from the website when filled

We are a small team. Please be patient with our response time. Thank you.