



## **Youth Education and Programs Manager (Part-Time)**

**Location:** Hybrid (LEC office + home office + on-site events/programming)

**Start Date:** May 4, 2026 (subject to availability)

**Reports To:** Executive Director

**Hours:** Part-time, up to 20 hours/week, schedule can be flexible; however, nights and weekends may be required on an ad hoc basis.

**Salary:** Hourly, \$20/hour (no benefits)

**Search Opened:** Present until position is filled

### **About Living Earth Center**

Living Earth Center (LEC) is a nonprofit that cultivates food and connection by managing one of Minnesota's largest community gardens, the Blue Earth County Community Farm, and other community growing spaces. We build community through regenerative education, events, and programs that advance food security, food sovereignty, community building, and ecological/social justice.

### **Position Summary:**

The Living Earth Center Youth Education and Programs Manager brings people together through welcoming programs, events, conferences, and workshops that strengthen our community and support a thriving social ecosystem. A key part of this work is Seed to Sauce, a hands-on youth program that helps Mankato-area students learn to grow food, care for the earth, eat healthily, and take care of those in their community.

The Manager creates inclusive, engaging experiences centered on food security and sovereignty, ecological and social justice, and the joy of connection—through offerings such as sustainability workshops, Seasonal Solstice Celebrations, the Earth Conference, food and seed swaps, garden classes, the Fall Cider Fest, and farm-to-table dinners and other community gatherings. They collaborate closely with the Community Garden and Farm Manager, the Event Committee, and local partners to collectively build and run meaningful community gatherings and events.

Seed to Sauce serves youth in grades PreK–8, guiding them from planting seeds to harvesting and cooking what they grow while learning plant life cycles, gardening, ecology, nutrition, cooking skills, community agriculture, and environmental stewardship. The Manager leads curriculum development and evaluation, manages supplies and budget, partners and schedules with schools and youth organizations, teaches in classrooms, and trains and supports two interns.

## **Key Responsibilities**

### *Community Programs & Events*

- Plan and coordinate LEC events in collaboration with the LEC Event Committee (e.g., workshops, seasonal celebrations, seed swaps, conferences, potential farm-to-table dinners, partner collaborations)
- Convene/lead LEC Event and Conference ad hoc committees
- Manage event promotion/marketing (posters, PR, interviews, outreach)
- Coordinate speakers/instructors and manage registration
- Provide on-site event management, including volunteers, presenters, and participants
- Represent LEC at community events (tabling) and train LEC board members and volunteers to attend promotion events to speak about LEC
- Collect feedback and produce event summary reports

### *Seed to Sauce Youth Program (K–8)*

- Develop, update, and evaluate curriculum
- Coordinate schedules/calendars with schools and youth partners
- Teach classroom and hands-on programming
- Manage supplies and track program needs within budget
- Supervise and mentor two interns

### *Other*

- Additional duties as needed, including helping with LEC events
- Participate in bi-weekly staff meetings for planning and problem-solving

## **Preferred Qualifications**

- Experience in event or program management
- Experience working with youth/classrooms
- Interest in or experience with gardening, food systems, and ecology
- Budget management
- Experience with Event Advertisement/Promotion, including social media and poster creation

## **Required Skills/Abilities**

- Strong organization and attention to detail
- Excellent written and verbal communication
- Ability to work occasional evenings/weekends
- Ability to supervise and support volunteers/interns
- Experience working respectfully with diverse communities across age, culture, and socioeconomic backgrounds
- Valid driver's license
- A current background check or the ability to provide one

**Hours and Compensation**

This is a 20-hour-a-week position with flexible hours (some occasional weekends and nights) at \$20/hour.

**To Apply:**

- 1) Please fill out an application
- 2) Upload a letter of interest, a resume, and a reference letter, or submit to [info@livingearthcentermn.org](mailto:info@livingearthcentermn.org)