



# FIBERSHED

Local Fiber, Local Dye, Local Labor

## Job Description

*Fibershed is a non-profit organization that develops regional and land-regenerating natural fiber and dye systems. Our work expands opportunities to implement climate beneficial agriculture, rebuild regional manufacturing, and connect end-users to the source of our fiber through direct educational offerings. We are working to transform the economic and ecological systems that clothe us, to generate equitable and climate change ameliorating textile cultures. Learn more at [www.fibershed.org](http://www.fibershed.org).*

<b>Title</b>	Learning Center Workshop Coordinator
<b>Status</b>	Contract Position (Hourly)
<b>Supervisor</b>	Director of Programs
<b>Location</b>	Fibershed Learning Center (located on Black Mountain Ranch), Point Reyes Station, CA + Remote

### Job Function:

The Learning Center Workshop Coordinator will plan, administer and oversee the in-person workshops that take place at the Learning Center. Hours per week vary based on how many workshops are scheduled, as well as the amount of promotion and administration needed in a given week, though on average the job requires around 35 to 40 hours per month. The workshops take place at least 2 weekends per month February through November, sometimes 3 weekends in summer. To get an idea of the type of workshops and the schedule for 2023 (in progress) visit the [Learning Center](#) web page.

### Principal Tasks:

#### 80% Workshop Coordination:

- Research and outreach to potential workshop educators
- Coordinate with workshop educators (class description, promotion, travel, arrival, accommodation when needed at the Learning Center, setup, materials, cleanup)
  - ~2-3 weekend workshops/ month (up to 4 workshops/ month; **Note:** there can be multiple workshops per weekend)
- Prepare Eventbrite registration page; monitor enrollment, communicate with attendees as needed and respond to any questions
- Promote Learning Center workshops and events (ie. social media, Fibershed Website Calendar and Learning Center page, work with communications team, flyers, etc.) in coordination with Communications Team
- Monthly Learning Center workshop newsletter via Mailchimp (or as needed)
- Prepare and set up Learning Center for workshops



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- Onsite point of contact during workshops; assist teachers when necessary
- Build relationships with potential teachers and partners
- Manage workshop scholarships and stipends
- Participate in fundraising for scholarships (ie. Mara Hoffman sweater promotion, pigment/paint-making, etc.)
- Cleanup of studio after workshops
- Post-workshop follow-up with teachers and circulate student survey
- Encourage/support the participation of the Clothing Swap Closet to workshop participants
- Envision and develop ways to make Learning Center Workshops more accessible
- Manage Learning Center Calendar and coordinate with Black Mountain Ranch point people
- Track projected and actual income and expenses for workshops
- Coordinate with the Office Manager to process payments for teachers in a timely manner

## **10% Workshop Facility Management**

- Material and supply inventory and ordering for the studio
- Studio organization and general cleanup
- General maintenance (trash, compost, sweeping, etc. in studio and other workshop areas)
- Coordinate educational displays as an outcome from workshops

## **10% Land Engagement**

- Help in garden and basketry land management (during workshop periods when available) to connect land-based materials to workshop events
- Facilitate the use of Learning Center land-based materials in workshops

## **Position Requirements:**

- This is a hybrid in-person/ remote position. While administrative tasks can be completed remotely, it is expected for the coordinator to be present at all workshops, including prep and cleanup, as well as on-site teacher orientation prior to the workshop when required

**Physical and Mental Requirements:** Ability to sit for prolonged periods. Work effectively when working in isolation. Work effectively as a part of a virtual team. Concentrate on a variety of details when faced with interruptions and changing work priorities. Occasionally is required to lift and/or move up to 25 pounds.



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## Skills & Experience Requirements:

- Detail-oriented
- Highly organized
- Ability to prioritize amongst a variety of tasks
- Self-starter
- A cooperative and professional disposition
- Strong interpersonal skills
- Excellent communication skills (written and oral)
- Experience with program and event management
- Experience, interest and passion in fiber arts (natural fibers and dyes) and/or agriculture and natural textile systems
- Organizational and leadership skills, including experience with managing programs
- Proficient at using technology (ideally experience with the Microsoft Office Suite, Google Suite, Eventbrite, WordPress, social media platforms, Canva/Photoshop, Mailchimp)
- Compassionate

Fibershed is committed to creating a diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

**Hourly Rate:** \$45/ hour

**To apply:** please submit a resume, cover letter, and contact information for two professional references by email to [hello@fibershed.org](mailto:hello@fibershed.org). Include the subject line "Learning Center Workshop Coordinator".

Applications will be reviewed on a rolling basis until the position is filled.

**We will be accepting applications through May 3, 2023.**

We hope to hire and begin training by mid-May/ early June.