



School Garden Network is Hiring a Farm-to-School Program Manager!

Job Title:	Farm-to-School Program Manager
Reports to:	SGN Executive Director
Classification:	Part-time, Non-exempt & Hourly
Compensation:	\$25-\$28 per hour DOE
Hours:	Approximately 20 per week
Term:	This is a 2-year position

School Garden Network seeks an experienced person to oversee the planning, implementation and management of its 2-year Farm-to-School Capacity Building Grant. This part-time and flexible position is an essential member of SGN's staff and reports to SGN's Executive Director. This position is multi-faceted and requires the ability to multitask, set priorities, and meet deadlines. The ideal candidate has excellent written and communication skills, the ability to work as part of a team, and is flexible and adaptable.

Essential Functions Include:

❖ Program Development & Leadership (~20%)

- ❖ Oversee the development, selection, and implementation of new Farm-to-School projects
- ❖ Plan professional development workshops
- ❖ Contribute Farm-to-School content for SGN newsletters, website, social media, etc.
- ❖ Manage volunteers and Americorps Fellows
- ❖ Maintain and build community partnerships

❖ Program Administration (~30%)

- ❖ Manage and select grantee schools through a competitive application process
- ❖ Manage SGN Grow Kit program which distributes seasonal plants and seeds
- ❖ Coordinate Harvest of the Month procurement and distribution
- ❖ Manage workshop registration
- ❖ Gather program data via surveys, evaluations, and other metrics
- ❖ Participate in SGN staff meetings
- ❖ Compile quarterly program reports

❖ School Mentorship (~50%)

- ❖ Conduct cooking & nutrition education demonstrations
- ❖ Support the design & implementation of garden kitchens
- ❖ Provide technical support to increase garden productivity
- ❖ Provide CA state-aligned curricula resources to bridge the indoor & outdoor classroom

Knowledge, Skills & Qualifications:

- ❖ Belief in the mission of School Garden Network
- ❖ At least 2 years teaching experience in a garden setting and/or leading outdoor nutrition education programs for elementary and/or middle-school age children
- ❖ Experience with local food systems, organic farming practices, and local farm networks
- ❖ Familiarity with Farm-to-School Programs and Harvest of the Month is essential
- ❖ Past curricular development experience strongly desired
- ❖ Must be able to work independently without direct supervision
- ❖ Must be able to collaborate with school administration, teachers, and parents to build effective teams
- ❖ Excellent communication skills, both written and verbal
- ❖ Strong public speaking and program leadership ability
- ❖ Understanding of and ability to install or repair drip irrigation is desired
- ❖ Comfort using Google Suite, Eventbrite, and other project management platforms

Compensation

- ❖ Starting rate is \$25-\$28 per hour DOE
- ❖ Part-time, non-exempt, and hourly position
- ❖ Approximately 20 hours per week
- ❖ Reliable vehicle required for regular county-wide travel. Mileage reimbursed at federal rate.

Primary Location

This position is based in Sonoma County, CA. Administrative work is done remotely; however, workshops, presentations, some meetings, and school mentorship will be in person and onsite.

How to Apply

Please send a cover letter, resume, and 3 references to Sue at sue.davis@schoolgardens.org with "Farm-to-School Manager" in the subject line.

Application deadline is March 20, 2023 or until filled.

About School Garden Network

Based in Sonoma County, CA, School Garden Network is a 501c3 non-profit organization with a mission to grow healthy students, families, schools, and communities through garden-based education. Learn more at schoolgardens.org.

School Garden Network is an equal opportunity employer.