

GROUNDSWELL

Center for Local Food & Farming

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groundswellcenter.org
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Position Available: Farming & Food Justice Program Coordinator

Application Deadline: February 11, 2019, interviews taking place on a rolling basis

Position Start Date: March 2019

Employment terms: This is a 30-35 hour/week position. The position is grant funded through December 2019, with the intention to seek funding to continue the position through future years.

Salary & Benefits: \$18/hour. Competitive health benefits provided, and competitive Paid Time Off benefits including holiday and floating holidays, vacation accrual at 10 days in the first year of employment, 12 personal days, and paid family leave according to the provisions in the current New York State Paid Family Leave Act.

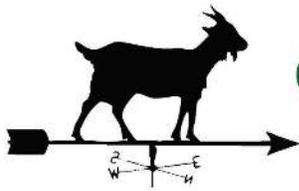
Groundswell Center for Local Food & Farming is an agriculture education and food justice nonprofit based in Ithaca, NY and serving the broader Finger Lakes area. Our core work is to foster a multicultural and diverse next generation of sustainable farmers and growers by lessening common barriers to land access, resources and business ownership.

This position primarily coordinates Groundswell Center's farm and food justice training programs and community events, with some opportunities to develop and teach curricula. If the right candidate also has Outreach and Communications experience, this position could be full-time 40 hours/week (see Outreach & Communications position description).

Specific duties and responsibilities:

A. Program Coordination 50%

- Take the lead to plan annual programs determine schedule and locations, and recruit instructors for 20+ farmer training and food justice workshops, monthly Farming for Justice Sessions, tours or events each year
- Maintain regular communications with instructors, providing guidance on program curricula to ensure programs are effective, engaging, and inclusive of addressing food justice within the context of the topic
- Coordinate enrollment, communicate with program registrants, collect payments, and arrange child care, transportation, or interpretation when applicable
- Maintain excellent records of enrollment fees and financial transactions for all programs
- Work with Groundswell Director to improve systems for evaluating programs and their impacts, using results to improve program effectiveness
- Attend and introduce Groundswell at all programs or ensure other staff coverage
- Assist workshop facilitators as needed with keeping track of time, teaching, hands-on activities, ensuring participants of all levels and English fluency feel included
- Recruit and work collaboratively with the Conference Planning Committee to coordinate a Farm to Plate Conference in Ithaca NY in 2020; create conference strategy and coordinate logistical details



B. Program Development 25%

- Develop and offer presentations at conferences, workshops, community events, and other venues on Groundswell Center, Food System Opportunities and Inequities and Why Farm in the Finger Lakes
- Continue developing land access & reparation activities including building relationships with landholders and land seekers while upholding Groundswell's mission
- Take the lead to work with Groundswell staff to assess, refine and improve Groundswell's programs and curricula to increase impact and meeting the needs of beginning farmers, farmers of color and refugee farmers

Community Engagement 25%

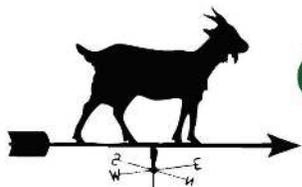
- Coordinate and attend Equity & Accountability Committee meetings quarterly
- Intentionally build and strengthen cross sector and multilevel relationships with regional farmers, business owners, refugees, community members of color, community-based organizations, economic development organizations, Universities, CCE offices and others so strengthen Groundswell's capacity to address the needs of beginning farmers and food system injustices
- Work with Groundswell team to recruit, select, and coordinate volunteers for administrative, on-farm or event volunteering
- Work with Outreach Coordinator to document programs with photos, videos and written summary
- Respond to requests of Groundswell Director and other employees for support with administrative tasks and organization support including large events, annual fundraisers and appeals
- Proactively identify areas for individual growth and professional development

Supervision received: Direct supervision is provided by Groundswell Center Executive Director

Supervision provided: This position will oversee instructors and contractors involved with Groundswell programs.

Skills/Qualifications:

- Passionate about sustainable farming and addressing food system inequalities
- 2 years' experience with program development, management, event coordination or the like
- Exceptional attention to detail and follow-through with regards to administrative tasks and coordination
- Highly organized; able to juggle multiple projects and manage deadlines and priorities
- Excellent public speaking and presentation skills; adult education experience, including facilitating individual and group learning and curriculum development is ideal
- Strong ability to communicate clearly via email, on phone, and in-person
- Proficient in Excel, Word and online applications, comfortable with new technologies; willing and able to learn new systems quickly
- Demonstrated cross-cultural competency or lived experience, experience working with building relationships across differences of race, gender, ethnicities, class, language, and religion
- Enthusiasm and ability to work independently as a leader and as a team player
- Must have a valid driver's license and an ability to lift 30 pounds



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Minimum Formal Education: None. All relevant formal and informal education is valued.

Special Requirements: As a mission-based and community-involved organization, Groundswell staff positions require frequent flexible hours including some evenings and occasional weekends. However, to balance this requirement we also strongly support a work-life balance, using personal and vacation time, and offer occasional flexibility such as working from home.

Groundswell is an equal opportunity, living wage employer. Employees are hired based on their merit, ability, experience, and training without regard to race, creed, national or ethnic origin, religion, age, gender, sexual orientation, or disability. People of Color and food justice activists are encouraged to apply.

To apply: Please fill out the application form online found at groundswellcenter.org/employment. If accessing the application online is not possible, please call our office to make alternative arrangements.