

Position Available: Farm Education Program Manager

Application Deadline: Applications are being accepted and reviewed on a rolling basis until December 1, 2019

Position Start Date: January 6, 2020

Reports To: Groundswell Executive Director

To Apply: Please complete the form in its entirety found on our website, groundswellcenter.org/employment by the application deadline.

Employment Status: This is a full-time 40 hour/week, salaried position based in Ithaca, NY and funded by a USDA BFRDP grant through September 2022. Continuation of the position is intended well beyond that time, but is contingent upon annual performance reviews and funding.

Salary & Benefits: Salary is \$45,000. Competitive health benefits provided, and 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, based on goals outlined in our Equity Statement, 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.

Summary Job Description: This position will work closely with Groundswell's Executive Director and staff, and a Project Advisory Team to develop, coordinate and teach many of Groundswell Center's farmer training programs including a 6-month Farmer Training Practicum, technical workshops and an annual farm business course. Integrating input from multiracial stakeholders in program development and designing these programs with and for marginalized and aspiring growers who often experience barriers to these opportunities is an essential component to this position.

A. Program Development

- Lead the development of a new 6-month intensive farmer training practicum program throughout 2020 scheduled to launch in Spring 2021; analyze and report on similar programs looking for best practices and lessons learned, speak to regional farmers and stakeholders including participant farmers-of-color and those who have wanted to participate in a similar program, but were unable to
- Develop the Practicum curricula, syllabus, program manual and online resource collection, integrating Groundswell's commitment to equity to help break through barriers to farming, especially for marginalized growers
- Identify instructors, mentors and host farm sites committed to Groundswell's mission and continue Groundswell's commitment to recruit instructors and mentors of color

- Create a Groundswell Instructor and Mentor Guide that encompasses Program expectations and topics of racial awareness such as but not limited to implicit bias; lead an annual orientation
- Assess and collaboratively redesign Groundswell's Farm Business Planning Course curriculum for winter 2021 to meet the evolving needs of beginning farmers, to help address issues of equity in farming and integrate triple bottom line business development approaches
- Work with Groundswell staff to prepare outreach materials and conduct active recruitment for Practicum participants and host farms through multiple media outlets and networks to recruit diverse program applicants from the NE region

B. Program Education & Coordination

- Facilitate quarterly Project Advisory Team meetings
- Manage Practicum application and enrollment process
- Teach at least 75% of of the "classroom" part of the Practicum to participants each season, and coordinate instructors for other specialized topics
- Thoughtfully match host farm sites and practicum participants
- Provide support and guidance for host farms and participants as needed, working with both parties when issues or challenges arise
- Plan and oversee the logistics for 10+ annual workshops and a 10-week Farm Business Planning Course; coordinate enrollment, communicate with workshop registrants, collect payments, and arrange child care, transportation, or interpretation when necessary
- Maintain regular communications with instructors, and provide guidance on program curricula to ensure programs are effective, engaging, inclusive, and contextualize food justice
- Assist instructors, and any translators or ESL support, as needed during workshops
- Manage a Program budget, maintain and manage financial transactions for programs including invoices and expenditure forms
- Work with Groundswell's Director and Project Advisory Team to develop, implement and administer an evaluation rubric and assessments that value diverse perspectives, assess the programs' capacity in achieving long- and short-term goals related to learning and farm business development and work to improve programs annually
- Document program with photos, working with Groundswell staff to share highlights through social media and blog posts

C. Organizational Involvement

- Be available to assist with large organizational events
- Be part of a team, strategizing organizational opportunity for growth and impact
- Proactively identify areas for individual growth and professional development
- Work with other staff to develop & offer presentations at conferences, workshops, community events, and other venues on Groundswell's works and topics that relate to our mission several times each year

Required Qualifications

- Passionate about Groundswell's mission to train beginning farmers and create a just and sustainable food system
- 3+ years experience with program and curriculum development
- 2+ years experience teaching adults and coaching people in diverse settings from the classroom to the field
- Deep understanding of race, ethnicity, culture and oppression in the food system, dynamics of power and privilege, and motivated to challenge these inequalities
- Extensive experience in farming or knowledge about the technical aspects of farming and/or experience in farm business, specifically with respect to regenerative, organic and sustainable farming is ideal
- Demonstrated success building relationships with diverse races, cultures, class and ethnicity
- Ability to think creatively and strategically about food systems change and apply this to the program development approach
- Excellent communication skills, both through email and phone and especially interpersonal skills and building relationships with diverse audiences and across differences of race, gender, class, lived experience, etc.
- Self-motivated and directed; also works very well with a team
- Highly organized; able to juggle multiple projects and deadlines

Desired Qualifications

- Holistic and kind approach to and experience with supervising others
- Proficiency in Google Suite, Microsoft Office Suite, familiarity with CRM-style database systems is a plus, and/or a willingness to learn new technologies
- Experience with business or business management is a plus
- Experience with methods of evaluation and assessment tools is a plus

Additional Notes

Groundswell is an equal opportunity, living wage employer committed to maintaining and increasing diversity within our organization and in the regional food system . Employees are hired based on their merit, ability, experience, and training without regard to race, national or ethnic origin, religion, age, gender, sexual orientation, or disability. People of color and persons of diverse cultural backgrounds are encouraged to apply.

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 and offer competitive Paid Time Off benefits.

This position requires a valid driver's license as frequent travel is required within a 50 mile distance from Ithaca. (A car is *not* required.)