Community Garden Program Manager

Office Locations: East Palo Alto (Primary) and Concord (Secondary)

Job Summary
Fresh Approach seeks a highly detail-oriented and organized individual with good public communication skills to plan, coordinate, and manage the organization’s Community Garden Programs. This is a management role that is responsible for leading all community garden, compost, and food waste reduction projects. The Program Manager directly supervises staff, interns, volunteers and/or ambassadors and holds responsibility for implementing programs to complete grant and contract project deliverables and assisting in required reporting on project activities.

We are seeking an individual who values diversity at all levels and is committed to fostering an environment in which community members and co-workers from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive.

About Fresh Approach
The mission of Fresh Approach is to create long-term change in local food systems by connecting California communities with healthy food from California farmers and expanding knowledge about food and nutrition. We accomplish our mission through a variety of programs, including the Mobile Farmers’ Market, VeggieRx, Collective Roots Community Gardening Network, and the East Palo Alto Community Farmers’ Market. We believe that everyone should have equal access to healthy foods and that the health of our communities and the livelihood of our local farmers should go hand-in-hand.

Responsibilities:
● Manage the Collective Roots Community Garden Programs and Food Waste Reduction Projects
  ○ Lead overall coordination of community gardening projects for Fresh Approach. Projects include the Collective Roots Community Garden, Community Compost Hub, and Food Waste Reduction workshops, as well as special projects that arise throughout the year.
  ○ Administration activities include assisting in grant writing and reporting, budget supervision and financial tracking of grant spending, scheduling, supplies and equipment maintenance and materials purchasing, communication planning, and project management.
  ○ Implementation activities include on-site project delivery and management of supporting staff/interns/volunteers/ambassadors.
  ○ Evaluation activities include designing evaluation plans, collecting data on-site, entering and archiving data, reporting to project stakeholders.
● Manage Garden and Compost Ambassadors, Interns, Volunteers, and/or Program Staff
  ○ Act as direct supervisor to ambassadors, interns, volunteers, and/or program staff, providing feedback and resolving complex problems. The Program Manager will guide ambassadors, interns, volunteers and/or staff in their scheduling and activities, and will be responsible for conducting annual performance reviews for staff and annual feedback reviews with long-term ambassadors/interns/volunteers.
  ○ Facilitate team meetings.
  ○ Provide leadership and mentorship for program staff, and long-term ambassadors, interns, and volunteers with regular check-ins and coaching.
  ○ Develop and contribute to inclusive, anti-racist, and supportive company culture.
Approve timesheets of direct reports as needed.

- **Strategy and Partnerships**
  - The Program Manager will play an active leadership role in establishing the overall strategic vision of the education team.
  - The Program Manager will help develop new programs and projects, and will solicit input from staff to craft new proposals and draft new grant applications.
  - The Program Manager will maintain a high level of integrity as a public representative of Fresh Approach. The Program Manager will hold important long-standing community relationships as well as cultivate and foster new strategic partnerships.

- **Perform other duties as assigned**
  - The nature of the Program Manager role is one that evolves. As a leadership position in the organization, the Program Manager will take proactive responsibility in multiple areas of the organization including fundraising, communications, external partnerships, and others.

**Qualifications:**

- Bilingual: An intermediate level of proficiency in English and Spanish is preferred.
- Excellent writing and communication skills.
- Familiarity with social media and email marketing.
- Experience or interest in working with diverse populations.
- Preference to candidates living in the communities served as well as individuals with personal experience of food scarcity.
- Exceptional interpersonal, retail, or customer service skills.
- Personally and professionally interested and excited about community health, local food systems, and California agriculture.
- Demonstrated experience in horticulture and sustainable gardening practices, and passion for community food sovereignty.
- Adept at Microsoft Excel and Word, Google Suites, Mailchimp, and learning new technologies.
- Detail-oriented with the ability to complete tasks in a timely manner and to work independently.
- Willingness to show initiative and creativity.

**Requirements:**

- This position requires work in an office environment and outside in all weather conditions.
- This position requires the ability to lift equipment (up to 40lbs) in and out of a vehicle.
- Requires a California driver’s license with a safe driving record.
- This position requires reliable transportation due to the nature of activities.
- This position may sometimes require weekend work and early morning or late evening work.

**Conditions of Employment:**

- This is a full-time exempt position (between 30-40 hours per week), reporting to the Education Program Director.
- This is a salaried position starting at $56,160 (equivalent to $27.00/hour). Because we know the practice of compensation negotiation can contribute to pay inequities, this compensation rate is non-negotiable.
- Benefits for full-time positions include medical, dental, and vision coverage paid by the employer; vacation and sick time accruals; and a 403b retirement plan with employer match subject to vesting.
To Apply:
To apply, please email a resume and cover letter to jobs@freshapproach.org

1. A cover letter that highlights the experiences (both work-related and personal) which qualify you for this position.
2. A resume detailing previous work, volunteer, academic, and other experiences that qualify you for this position.

**Remote video interviews available**

If you have any questions about the application process or the position, please reach out to Danielle Hamilton at 925-771-2913 or daniellehamilton@freshapproach.org

Fresh Approach is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.