

Appalachian Sustainable Agriculture Project Job Description

Position: Growing Minds Program Manager

Supervisor: Executive Director

Classification: Permanent, Full Time, exempt

ASAP's mission is to help local farms thrive, link farmers to markets and supporters, and build healthy communities through connections to local food. To read our vision and equity statement, please visit <https://asapconnections.org/about-us/>

Growing Minds Farm to School Program: The Growing Minds program works to connect schools and preschools with local agriculture and give children positive experiences with healthy foods through the four components of farm to school: farm field trips, local food cooking, edible gardens, and local food served in meals and snacks. Growing Minds offers resources, training and support for teachers, school nutrition staff, parents, community members, and farmers/agriculture professionals. Growing Minds utilizes an “upstream” approach to help future nutrition and early childhood education professionals embed farm to school activities in their future careers.

Purpose: The Growing Minds Program Manager will be responsible for program and project management for ASAP's [Growing Minds Program](http://www.growing-minds.org) (www.growing-minds.org).

This position is regularly scheduled for Monday through Friday, 9am to 5pm with periodic Saturday and/or after hours work required.

PRIMARY ACTIVITIES (include but are not limited to)

- Plan and implement program activities in conjunction with the team, including workshops, training, and community engagement.
- Supervise program staff
- Facilitate development and implementation of annual work plans and deliverables with program staff
- Manage program specific budgets and projects
- Keep senior management/Board of Directors informed with detailed and accurate reports or presentations
- Develop and maintain community/regional/state/national partnerships
- Contribute to program evaluation and grant reporting
- Support the maintenance of program records and communications
- Provide input on program development and grants
- Participate in overall organizational planning and development
- Ensure program operations and activities adhere to legal guidelines and internal policies

- Keep abreast of current research, trends, and issues relating to programmatic work

KEY LIVED EXPERIENCES, ATTRIBUTES, and SKILL SETS SOUGHT

- Ability to work independently, and collaboratively with a team, often on multiple tasks at one time
- Knowledge of and commitment to ASAP's mission, vision, and equity statement
- Background in Early Childhood/K-12 education or health-related field
- Proven experience in a managerial position
- Excellent communication skills
- Excellent organizational and leadership skills
- Discretion and professionalism in dealing with sensitive information
- Professional or lived experience communicating and working effectively with diverse communities, including urban and rural communities, BIPOC communities, and/or low-resourced communities.
- Understanding and commitment to diversity, equity and inclusion in the local food system

REQUIRED

- ASAP requires all staff to be fully vaccinated against COVID-19 and to follow office guidelines around masks, based on current recommendations
- Must provide consent for a background check
- Ability to regularly lift and/or move up to 25 pounds without assistance
- Some local travel and periodic Saturday shifts

COMPENSATION

Benefits include an employer match retirement plan, paid time off, paid sick time, and paid holidays. Contact melinda@asapconnections.org for detailed information about compensation and benefits.

ASAP is currently a qualifying employer for the Public Student Loan Forgiveness (PSLF) Program.

To Apply

Email a cover letter, resume, and three references with the email subject line: 2022 Growing Minds Program Manager to jobs@asapconnections.org. Please submit documents in PDF or Google Docs format.

Due to the volume of applications we receive, we are unable to respond to all applicants.

Initial responses to this opportunity are requested by 9am EST on Friday, November 4th 2022, with the position remaining open until filled thereafter.

ASAP is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, age, national or ethnic origin, disability, sexual orientation, gender identity, political beliefs, creed, marital status, genetic information, veteran status, or any other classification protected by applicable law.