

# **Appalachian Sustainable Agriculture Project (ASAP)**

## **Job Description**

**Position:** Program Coordinator: Growing Minds

**Supervisor:** Program Director

**Classification:** Full Time = 40 hours, nonexempt

**Purpose:** The Program Coordinator will assist in the development and implementation of Growing Minds programming as part of the Growing Minds team.

**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 training and support for teachers, school nutrition staff, parents, community members, and farmers/agriculture professionals, as well as farm to school resources. Growing Minds utilizes an “upstream” approach to provide farm to school resources and training to future nutrition and early childhood education professionals.

### **Duties may include, but are not limited to:**

- Assist in the design and implementation of programs including trainings/workshops for educators, farmers, community partners, parents, and volunteers.
- Develop and share farm to school/preschool curriculum, resources, and promotional materials
- Identify, network, and maintain relationships with key stakeholders such as - NC Extension, nonprofit organizations, institutions, etc.; Provide community outreach and engagement, including presentations, events, activities, e-newsletters, and other digital communications.
- Assist with grant writing and reporting
- Update Growing Minds website and materials
- Supervise interns/volunteers
- Timely data management and reporting
- Manage budgets of specific events or tasks
- Participate in staff meetings, activities, and organizational planning
- Field initial public inquiries and requests
- Represent the organization in a professional manner
- Travel throughout the region as required by job duties

## **Preferred knowledge, skills & abilities**

- Excellent oral and written communication/presentation skills suitable for a wide variety of audiences
- Problem solving and critical thinking
- Experience in farming, education, community organizing, and/or nonprofit work
- Strong organizational, project & time management skills
- Demonstrated proficiency with Google G-Suite platform (email, drive, docs, sheets), Wordpress, Salesforce (database), and My Newsletter Builder
- Ability to speak Spanish and translate documents
- Ability to work independently and collaboratively, both internally and externally

## **Required**

- ASAP requires all staff to be fully vaccinated against COVID-19 and to follow office guidelines around masks, based on current recommendations
- Must be able to pass a background check
- Ability to regularly lift and/or move up to 25 pounds without assistance

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

## **Compensation**

The salary is commensurate with an early-career position. Benefits include an employer match retirement plan, paid time off, paid sick time, and paid holidays. Specific benefits are outlined in the employment offer letter.

## **To Apply**

Email a cover letter, resume, and three references with the email subject line: 2021 GM Coordinator to [jobs@asapconnections.org](mailto: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.

This position will remain open until December 10, 2021. Applications accepted only by email. **Please do not call or come by the office.**

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.