

## **Appalachian Sustainable Agriculture Project Job Description**

**Position:** Growing Minds Program Director

**Supervisor:** Co-Directors

**Classification:** Permanent, Full Time, exempt

**Purpose:** The Growing Minds Program Director will provide leadership and direction to the [Growing Minds Program](http://www.growing-minds.org) (www.growing-minds.org).

**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.

### **Responsibilities include, but are not limited to:**

- Supervise program staff
- Secure program funding with development staff
- Program evaluation and grant reporting
- Manage program specific budgets
- Project management
- Participate in overall organizational planning and development
- Keep senior management/Board of Directors informed with detailed and accurate reports or presentations
- May execute program activities and responsible for implementation of programmatic activities
- Managing communications with public and media
- Takes lead for consulting initiatives
- Creating and maintaining community/regional/state/national partnerships
- Ensuring program operations and activities adhere to legal guidelines and internal policies
- Developing new initiatives to support the strategic direction of the organization
- Keep abreast of current research, trends, and issues relating to programmatic work

### **Preferred Knowledge, Skills, & Experience:**

- Discretion and professionalism in dealing with sensitive information
- Ability to work independently and often on multiple tasks at one time
- Knowledge of and commitment to ASAP's mission and issues
- Background in Early Childhood/K-12 education or health-related field
- Proven experience as program director or other managerial position
- Excellent communication skills
- Excellent organizational and leadership skills

### **Required:**

- Must be able to pass a background check
- Ability to regularly lift and/or move up to 30 pounds without assistance

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

### **Compensation**

The yearly salary for this full-time, exempt position is DOE. Benefits include an employer provided health stipend, a match retirement plan, paid time off, paid sick time, and paid holidays. Specific benefits are outlined in the employment offer letter. This position has in office and work from home options available.

### **To Apply**

Email a cover letter, resume, and three references as attachments with the email subject line: 2021 GM PROGRAM DIRECTOR to [jobs@asapconnections.org](mailto:jobs@asapconnections.org). Submit attached documents in PDF or Google Docs format. Due to the volume of applications we receive, we are unable to respond to all applicants.

This posting will remain open until filled. 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.