

Appalachian Sustainable Agriculture Project Job Description

Position: Program Coordinator: Growing Minds

Supervisor: Program Manager

Classification: Full Time = 40 hours

Purpose: The Program Coordinator will assist in the development and implementation of Growing Minds programming, with a particular emphasis on farm to preschool and work with Dietetic Interns.

Duties may include, but are not limited to:

- Plan and implement trainings/workshops for educators, farmers, community partners, volunteers, etc.
- Develop farm to school/preschool curriculum and promotional materials
- Manage NC Farm to Preschool Network
- Identify and network with appropriate community partners - NC Extension, nonprofit organizations, institutions, etc. Maintain relationships with key partners.
- Assist with grant writing and reporting as needed
- Update Growing Minds website and materials
- Develop e-newsletters
- Give presentations to a wide range of groups
- Supervise interns/volunteers
- Keep records as required
- Assist in the design of programs
- Manage budgets of specific events or tasks
- Participate in development activity
- Participate in staff meetings and other staff activities
- Participate in organizational planning
- Participate in fielding initial public inquiries and requests
- Represent the organization in a professional manner
- Complete reports accurately and on time
- Travel throughout the region as required by job duties
- Good communication skills

Preferred knowledge, skills & abilities

- Proficiency in Google G-Suite platform (email, drive, docs, sheets)
- Skills in graphic design
- Ability to speak Spanish
- Effective verbal, listening, and written communication skills
- Ability to follow instructions and work within deadlines
- Ability to regularly lift and/or move up to 25 pounds without assistance
- Ability to work on multiple projects simultaneously

Required

- Three years experience / background in early childhood education
- Must be able to pass a background check

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

Compensation

The salary for this full time position is DOE. Benefits include an employer match retirement plan, paid time off, paid sick time, paid holidays, and employee wellness initiatives. Specific benefits are outlined in the employment offer letter.

To Apply

Email a cover letter, resume, and three references with the email subject line: 2019 GM Coordinator 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.

This position will be filled as soon as possible but 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.