



JOB OPENING: Program Coordinator

TERMS: Seasonal, Non-Exempt position: 25 Hours per week Mid Feb-May and mid-August through November (31 weeks); 40 hours per week June and July (Youth Community Agriculture Program Season- 9 weeks)

COMPENSATION: \$12

THE ORGANIZATION:

The Food Literacy Project is the nonprofit education partner to Field Day Farm, an 8-acre commercial vegetable operation in Louisville, KY. Our mission is to inspire a new generation to build healthy relationships with food, farming and the land. In a time of great concern about rising obesity rates, lack of access to fresh foods, as well as the cultural disconnection between people, food and the earth, the Food Literacy Project offers a unique Field-to-Fork Program that engages youth, families, teens, adults and educators, promoting healthier communities and increased respect for the land. Youth and families empower themselves with skills to lead healthier lives and discover earth's bounty through hands-on learning at our engaging outdoor classroom on historic Oxmoor Farm. Participants have access to 8 acres of sustainably grown vegetable crops, raised bed gardens, greenhouses, farmers, a fruit orchard and an outdoor teaching kitchen. Young people and families engage in positive experiences with healthful foods. Teen participants in our Youth Community Agriculture Program (YCAP) grow as leaders while planting, harvesting, cooking and marketing fresh vegetables and improving food access in underserved Louisville neighborhoods.

RESPONSIBILITIES:

The Program Coordinator will deliver direct service on Oxmoor Farm and at local schools and community centers, planning and leading hands-on education and leadership development activities with youth and adults. The Program Coordinator will lead a seasonal team of Educators in delivering farm-based education programs, school based lessons and afterschool clubs, family engagement activities, volunteer projects, and youth development programs for teens. The Coordinator will assist with the maintenance of our outdoor classroom and other program areas, taking a leadership role in the Food Literacy Project's youth learning garden. The Program Coordinator will maintain a strong understanding of day-to-day program operations in order to lead a team of staff and volunteers in implementing high-quality direct service programs. Reporting to the Program Director, the Program Coordinator will be expected to use time efficiently, and to take ownership of and accomplish daily tasks with minimal assistance. The majority of work is done outdoors and can be physically demanding (walking, lifting, kneeling, crouching, etc.) However, the Coordinator may also be asked to assist with office tasks associated with managing a small nonprofit, including running errands, managing program supplies and other tasks as needed.

QUALIFICATIONS:

- Bachelor's degree preferred, or equivalent experience.
- Leadership experience with teens.
- Experience teaching or working with children.
- Experience working with diverse populations, especially underserved youth and families, is beneficial.
- Must pass criminal background check.
- Must be physically able to participate in and lead farm and garden work projects, and to work outdoors in all weather conditions.
- Able to establish and maintain effective working relationships
- Able to cultivate a sense of teamwork among program staff; Conscious of personal and team dynamics.
- Shares a commitment to Food Literacy Project's mission.
- Experience as a volunteer or paid staff for a small, community-based non-profit organization.
- Self-directed and organized, with excellent listening and written and verbal communication skills.
- Adaptability, creativity, and independence, with a willingness to seek and accept direction as appropriate.
- Willingness to earn and accept a high level of responsibility; Demonstrates pride in work.
- Background in or interest in farming, sustainable agriculture, community food security, cooking, and/or nutrition are also assets.

**TO APPLY**

Send resume and cover letter, along with 5 references (3 professional and 2 personal) to Kitty Nowak, Program Director by Friday, January 30th, 2015 at 5:00 PM. Hardcopy submissions are preferred (Mail to: 9001 Limehouse Lane, Louisville, KY 40222), but electronic applications are accepted by email: kitty@foodliteracyproject.org.

The Food Literacy Project is an Equal Opportunity Employer:

The Food Literacy Project emphasizes diversity in both our programs and our staff, and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, or status as a veteran in accordance with applicable federal laws.