



Position Title: Urban Farm Apprenticeship Coordinator

Position Reports to: Director of Educational Programming

Employment Status: Full-Time

FLSA Status: Exempt

About Grow Pittsburgh:

Grow Pittsburgh is an urban agriculture non-profit. Our mission is to teach people how to grow food and promote the benefits gardening brings to our neighborhoods. We believe access to locally-grown, chemical-free fruits and vegetables is a right, not a privilege. We envision the day when everyone in our city and region grows and eats fresh, local and healthy food.

Summary of Position:

The Urban Farm Apprenticeship Coordinator is responsible for the day to day activities of Grow Pittsburgh's Urban Farm Apprenticeship (UFA) Program, a 10 month intensive training program at three urban farm sites which graduates aspiring new farmers annually. The coordinator, in partnership with the Director of Educational Programming, Director of Agricultural Production, and the Braddock Farm and Frick and Shiloh Farm Manager, will also be responsible for the planning, development and implementation of a long-term program plan for the UFA program. In addition, the Coordinator will be responsible for maintaining relationships with key food and agriculture partners in the region and beyond.

Responsibilities:

Planning

- Research and evaluate reputable apprentice programs across the country as Grow Pittsburgh seeks to enhance its apprentice program and partnerships
- Work with Director of Educational Programming to develop a more formalized curriculum for the 10 month program
- Serve as primary recruiter for new apprentices, including targeted outreach to partner agricultural organizations, technical schools and programs and the general public
- Create opportunities in partnership with the Pennsylvania Association for Sustainable Agriculture (PASA) for apprentices to graduate to apprenticeships and/or jobs on larger farms

- Serve as primary liaison for Grow Pittsburgh to local partner organizations developing opportunities for new and beginning farmers

Program

- Coordinate yearly hiring process for new apprentices
- Manage day to day aspects of seasonal program and serve as primary contact for current and graduated apprentices
- Perform regularly scheduled check-ins with sites managers and apprentices, focused on educational goals
- Plan, execute and participate in field trips, workshops and other educational activities for apprentices throughout the season
- Arrange for individual opportunities based on needs and interests of apprentices, including attendance at various conferences
- Develop detailed apprentice handbook to be used annually by incoming students
- Develop and maintain relevant data and metrics related to the UFA program
- Ensure program participants are connected to the organization as a whole through the development of learning opportunities across programs

General

- Assist farm managers on-site at busy times of the year, including but not limited to spring planting and seedling sales

Qualifications & Skills:

- At least one season of experience on a production farm required
- Experience with field-based educational programming preferred
- Experience with new program development preferred
- Independent, self starter with proven multitasking experience
- Experience working on teams with multiple internal and external partners
- Passion for Grow Pittsburgh's mission to teach people how to grow food and promote the benefits gardens bring to our neighborhoods
- Access to a reliable vehicle
- Physical needs of the job: Sitting, standing and lifting
- Able to lift up to 30 pounds
- Able to work outdoors in all weather conditions (heat, humidity, rain and cold)
- Strong computer skills: proficient in Microsoft Word, Excel, PowerPoint, Publisher

Benefits:

Salary commensurate with experience. Great benefits package, including medical, vision and dental coverage. Mileage reimbursement and partial cell phone reimbursement. Professional development budget provided.

Equal Opportunity Employer:

Grow Pittsburgh is an equal opportunity employer and does not discriminate based on race, color, religion, sex, gender identity/expression, sexual orientation, national origin, age, disability or belief. We encourage a diversity of candidates to apply for the position.

To Apply:

Qualified candidates should submit their resume and cover letter to Jake Seltman at jake@growpittsburgh.org no later than **December 19th, 2014**. In your email title please list **UFA Coordinator**.