



## **Job Announcement**

**Position Title:** Director of School Garden Programs

**Position Reports to:** Executive Director

**Employment Status:** Full-time

**FLSA Status:** Exempt

**Start Date:** July 30 2018

### **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:**

Grow Pittsburgh's School Garden Program provides garden-based programming to K-12 schools across the Pittsburgh region. We aim to teach students to grow, cook and eat fresh food while celebrating the cultures and experiences of our students and our city. In our Learning Garden program, schools receive direct support over two years with garden builds and supplies, teaching support, teacher training, and garden oversight. After two years, schools are able to take over leadership in running a sustainable, school-specific program with limited Grow Pittsburgh involvement. At our Flagship Schools, Garden Educators teach ongoing, weekly garden and cooking lessons, facilitate community events, and maintain the onsite raised-bed gardens. Our ongoing work with Flagship Schools serves as a foundation for curriculum and program development for all our school garden work in Pittsburgh.

The Director of School Garden Programs oversees the overall success of all school-based garden programs—currently at more than 30 elementary, middle, and high schools and growing—which includes the Flagship School Garden Program, the Learning Garden Program, and the wider Grow Pittsburgh School Garden Network. This person leads strategic visioning, external communication, and evaluation for these programs.

## **Responsibilities:**

- Nurture a collaborative team culture among school garden staff (currently eight FTEs and one PTE)
- Hire and directly support Learning Garden Educators, the School Garden Programs Manager, and the Learning Garden Project Manager
- Oversee and support the development and implementation of school garden programs at Flagship and Learning Garden schools and support the development of a School Garden Network, with a strong focus on the Learning Garden Program and School Garden Network
- Navigate and mediate any challenging school garden related issues in support of school garden programs and staff
- Assist with the new school application process in support of the Learning Garden Project Manager and the School Garden Programs Manager
- Oversee the use of Salesforce to manage program contacts and to develop evaluation metrics and data collection for school garden programs
- Use Mailchimp and Wordpress in collaboration with the Operations and Communications Coordinator to manage the 'schools.growpittsburgh.org' website and School Garden Network mailing lists
- Manage and support relationships with partner groups associated with school garden programs (such as Big Green and Pittsburgh Public Schools)
- Work in partnership with Pittsburgh Food Policy Council and member organizations, as well as Pittsburgh Public Schools' Food Services, to drive programming and initiatives that support Farm to Cafeteria and changes to the school food environment (including but not limited to the Harvest of the Month program)
- Assist with and formally observe Garden Educators in direct teaching during partner school garden events and classes
- Oversee the development and implementation of Grow Pittsburgh's Teacher Workshop Series in collaboration with the Learning Garden Program team
- Support Grow Pittsburgh values and ensure that our commitment to social justice is reflected in all school garden programs and practices
- Actively facilitate strategic visioning for programs in alignment with Grow Pittsburgh's mission, values, and strategic plan
- Provide occasional consultation to area schools and youth programs
- Oversee and conduct presentations and educational tabling at relevant events as it relates to school garden programs
- Collaborate with larger School Garden Programs team through regular team meetings and shared initiatives
- Participate in general Grow Pittsburgh meetings, committees, and initiatives

## **Qualifications & Skills:**

- At least 3 years in a managerial position in a nonprofit or educational setting
- Strong knowledge of farming and gardening concepts
- Prior experience teaching in a classroom setting
- Prior experience teaching gardening preferred
- Ability to defuse confrontational situations and navigate partners' cross purposes
- Ability to think critically

- Excellent big picture and strategic thinking skills, especially as it applies to program visioning, anticipating opportunities and problems, and making sense of evaluation data
- Excellent collaboration and communication skills, including writing, facilitation, and public presentation skills, with both youth and adults
- Excellent multitasking and prioritization skills, including the ability to work through many differing and concurrent needs
- Excellent planning and organizational skills, including the ability to plan events and organize workers
- Ability to do physical and labor intensive work in all weather conditions strongly preferred
- Ability to lift and carry 30 pounds preferred
- Access to a reliable vehicle preferred
- Comfortability with driving company vehicles as needed
- Must attain Pennsylvania child abuse clearances
- Proficiency with Google Drive Suite, Salesforce, Mailchimp, and Wordpress strongly preferred; if not proficient, must demonstrate willingness to learn.

**Benefits:**

Competitive Salary. Great benefits package including health, vision, and dental coverage; mileage and partial cell phone bill reimbursement; membership to the Garden Resource Center; parental leave policy; discretionary professional development budget; generous paid time off, including paid birthday, vacation days and personal days.

**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, Executive Director, at [jobs@growpittsburgh.org](mailto:jobs@growpittsburgh.org) no later than **E.O.D. Sunday, June 10, 2018**. Please include **Director of School Garden Programs** in your email's subject line. To see the future open positions, please visit <http://www.growpittsburgh.org/jobs>. The Director of School Garden Programs position will **start by July 30, 2018**.