

Job Opportunity

7-2-21, Urban Agriculture Program Manager, A Place Called Home, Los Angeles, 8-1-21 deadline

Job Title

Urban Agriculture Program Manager

Agency

A Place Called Home

Location

Los Angeles

Pay Rate

\$24.00-28.00 per hour

SUMMARY

Under the direction of the Associate Director of Wellness, the Urban Agriculture Manager will ensure program execution aligns with department goals, strategy, budget and expectations. The Program Manager holds direct supervisory responsibilities for the Urban Agriculture program staff and coordinates all incoming contractors. The Program Manager translates policies and initiatives into program applications. They are responsible for guiding the vision and operational components of the APCH Urban Agriculture Program.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Vision Setting

- Works with AD of Wellness to set overarching vision and direction for the program.
- Sets ambitious goals and tracks progress towards achieving them.
- Brings new and fresh ideas to the AD of Wellness with the goal of the APCH Urban Ag program being a leader for programming and service in the South Central LA Community

Team Management

- Recruits, hires, and trains a strong and diverse team; ensures current staff are supported and challenged to maximize individual strengths and assets.
- Ensures new staff are successfully on-boarded and developed professionally and as advocates for the goals and objectives of the NUA program.
- Serves as an organizational culture leader and promotes a strong collaborative team culture reflective of a commitment to service and integrated fully with the vision and mission of A Place Called Home.

Educational Programs and Curriculum

- Develops and plans Urban Agriculture curriculum and lesson plans and leads weekly classes for children ages 8 through 21, and occasionally for parents and/or other community members.
- Oversee and plan maintenance of APCH's garden sites, including planning, planting and cultivation of crops, composting, garden repairs and installations.

Internal Collaboration

- Coordinate with the Associate Director of Wellness on garden to table program components including related classes, budget and garden planning.
- Participate in the planning and execution of the APCH annual Health and Garden Expo and other Wellness Department events.

External Partners and Relationship Building

- Create and oversee volunteer projects in all the APCH garden sites on a regular basis.
- Work with the AD Wellness and program staff in expanding the APCH Learning Garden and building a gardening community with neighbors and community partners.
- Represent the APCH Learning Garden to clients, parents, community members and benefactors

Administrative Duties

- Orders, inventories, and budgets for all necessary supplies for the program.
- Oversee Urban Agriculture budgetary line items, expenditures and tracking.
- Prepare monthly metric reports.
- Adhere to the highest ethical and professional standards and values at all times.
- Perform other tasks as necessary.

Required Knowledge, Skills and Abilities

Education/Training/Experience

- Bachelor's degree or equivalent experience in related field
- In-depth knowledge of gardens and garden maintenance
- 3-5 years' experience in garden instruction and working with at risk youth from elementary to high school levels
- Some training in culinary arts, or equivalent experience in food service
- Servsafe Food Handlers Certificate
- Some supervisory experience preferred

Physical and Mental Demands

- Able to work in a dynamic and high noise level environment typical of a youth center
- Walking, standing required on daily basis
- Sitting and use of hands/vision for computer work for extended periods of time
- Lift up to 50 pounds occasionally

Application Mode

Please click on this link --

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=20973&clientkey=EC0897526493DC96E79F1D7A7FB8D485>

Or, visit our website to navigate our job opportunities, <https://apch.org/>

Application Deadline

August 1, 2021

Contact for further information

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