



## **JOB DESCRIPTION**

### **Demonstration School Program Manager (Full-Time), Edible Schoolyard NYC**

Non-exempt position

**LOCATION:** PS/MS 7, Samuel Stern, 160 E. 120th St., New York, NY

## **ABOUT THE ORGANIZATION**

Edible Schoolyard NYC's (ESYNYC) mission is to support edible education for every child in New York City. We partner with New York City public schools to cultivate healthy students and communities through hands-on cooking and gardening education, transforming children's relationship with food. With a staff working full time inside our partner schools, ESYNYC teaches hands-on garden and cooking classes during the school day, offers family programming, and supports a culture of health and wellness throughout the school. We currently work with seven schools directly and also lead a robust Professional Development program.

The ESYNYC program is unlike any other due to its long-term presence in school communities, comprehensive nature, data-driven innovation, and flexible approach. We've demonstrated commitment and resiliency throughout the COVID-19 pandemic and have continued to serve school partners despite challenging circumstances.

Six core values guide our team: 1. Passion and dedication, 2. Community, 3. Learning and discovery, 4. Wellness, 5. Collaboration, and 6. Equity. Our dedicated team of educators and non-profit professionals includes many long-tenured staff members and a strong leadership team.

## **PRIMARY RESPONSIBILITIES:**

The Program Manager (PM) is responsible for community building, school relationship management, volunteer management, program operations and development, and program staff supervision at their Edible Schoolyard NYC Demonstration School site. We are looking for candidates with great interpersonal skills who have interest and/or experience in a supervisory capacity in community organizing, food systems, education, and/or social justice. The position reports to Edible Schoolyard NYC's Director of Programs and Education. This is a unionized position with CWA 1180.

## **RESPONSIBILITIES**

Responsibilities include but are not limited to:

### **PROGRAM SUPPORT**

- Supervise ESYNYC teaching staff jointly with the Director of Programs and Education, including regular check-ins, goal-setting, and performance review.
- In partnership with Edible Schoolyard NYC's Director of Education, observe classes and provide regular feedback in order to support the teacher's growth as an educator.
- Teach or co-teach when needed.
- Support all aspects of kitchen and garden program operations at their school including class scheduling, maintaining the program calendar, and overseeing maintenance of ESYNYC facilities and equipment.
- Provide guidance to the Edible Schoolyard NYC Demonstration School teachers and administration to develop a shared vision of kitchen and garden programming at the school.
- Help with ordering and/or purchasing of all ingredients and garden supplies in a timely fashion for classes, as well as kitchen supply budget and purchasing.



- Help maintain equipment, paper goods, and cleaning supplies, and ensure that all ingredients are properly handled and stored for food safety.
- Ensure that daily kitchen maintenance and special cleaning projects are complete and participate in those tasks as time and priorities allow, and ensure that teaching kitchen facilities and equipment are maintained in good working order.
- Support the organization's external communication by taking photos of programming and contributing written content to the ESYNYC website newsletters.
- Work with the Director of Programs and Education to provide logistical support and coordination for professional development programs hosted by ESYNYC and to teach occasional professional development workshops.
- Oversee and enter evaluation data.

#### COMMUNITY OUTREACH

- Act as the main point of contact with school administration, faculty and staff.
- Manage and develop and coordinate logistics for a robust community outreach program, including, but not limited to: family cooking classes, family garden days, farm stands and food distribution efforts, school staff/administration outreach, and building relationships with neighborhood organizations and businesses.
- Develop and implement cafeteria programming such as tastings and salad bar helpers.
- Stay informed of school events and activities. Be an active presence in the school community and attend all-staff, PTA/PA, and SLT meetings as appropriate.
- Create and manage an outreach calendar, to include all school-related program events for your site.
- Support the planning and implementation of mission-aligned extracurricular activities
- Participate in ESYNYC development events, community outreach efforts, and conferences, including occasional evenings and weekends.
- Establish and maintain effective communication & relationships with ESYNYC staff and volunteers, parents, teachers, administrative staff and the extended community.
- Maintain visitor records and attendance for ESYNYC community events.
- Support and develop relationships with other CBOs in the neighborhood as appropriate to support ESYNYC's partnership with the school

#### OPERATIONS, FACILITIES AND GARDEN MANAGEMENT

- Welcome visitors to the program, answer phones, and coordinate and lead site visits as necessary.
- Coordinate all administrative purchasing and inventory reconciliation at your site.
- Coordinate office services, supplies, repairs and requests as needed.
- Perform other site-based administrative duties and projects as assigned.
- Work with Operations Manager to provide basic technology support for your site office.
- Work with Head Garden Manager to oversee maintenance of Edible Schoolyard NYC facilities and equipment.
- Help maintain the garden and garden equipment as needed.

#### ORGANIZATIONAL AND DEVELOPMENT SUPPORT

- Along with all ESYNYC staff participate, in organization-wide activities such as staff meetings, internal committee work, development and evaluation support.
- Coordinate all communications with ESYNYC DUMBO office.
- Track and communicate all in-kind donations to ESYNYC's Development office.



- Manage corporate workdays with the school, the development team, the Garden Manager, and program staff.
- Support the development team on grant proposals, occasionally taking the lead on drafting, submitting, and reporting on grants.
- Coordinate and welcome visitors to the schools, and be prepared to speak about the program and manage class observations.
- Provide logistical support and coordinate with ESYNYC's Development office for fundraising events.

#### VOLUNTEER PROGRAM

- Develop and implement site-based volunteer program ensuring an engaging and rewarding experience for volunteers.
- Conduct outreach and recruitment for volunteers, with an emphasis on community participation in the volunteer program.
- Coordinate garden and kitchen volunteer staff.
- Develop and implement policies and procedures and documentation for volunteers including intake process, finger-printing and background checks, orientation, training & tracking.
- Coordinate volunteer training.

#### **QUALIFICATIONS:**

- Experience building collaborative partnerships in a diverse population.
- Teaching experience preferred.
- Strong people skills including a creative, collegial, and collaborative work style and the ability to work individually and as part of a team with diverse groups of people.
- Organized, upbeat, and flexible self-starter.
- Strong belief in ESYNYC mission and social impact.
- Excellent organizational and management and time management skills.
- Ability to think critically and to effectively deal with unique problems as they arise.
- Communicate ideas and information effectively, both orally and in writing.
- At least one year of supervisory experience preferred.
- Gardening experience preferred.
- Culinary experience preferred, including teaching cooking classes.
- Bachelor's degree preferred.
- Basic Spanish conversation skills preferred.

#### **PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:**

- Vaccination for COVID-19 required
- Ability to work with frequent interruption and simultaneously supervise a variety of tasks.
- Some evening and weekend work is required.
- Ability to stand, reach, and bend. Mobility of arms to reach, dexterity of hands to grasp and manipulate large and small objects.
- Ability to stand for long periods.
- Ability to lift, push and/or pull objects, which may be approximately 50 pounds.
- Willingness to smell, taste and eat with students in a kitchen classroom setting or family engagement event (if conditions allow).
- Willingness to work outdoors under all weather conditions.
- Ability to travel between sites.



**POSITION DETAILS**

This is a full time non-exempt position, based at PS/MS 7 in East Harlem. Some weekend and evening work is required. Salary: \$51,000. Generous vacation policy and benefits, including health care coverage.

**TO APPLY**

If interested, please send a cover letter and resume as a single document to [jobs@esync.org](mailto:jobs@esync.org) with your name and the job title, e.g. Jane Smith Garden and Kitchen Teacher. Please include the job title in the subject line.

**HIRING PROCESS AND TIMELINE:**

Interviews will be conducted in September with a start date of October, 2021.

Due to the high volume of applications that we receive, only candidates that receive interviews will be contacted.