

**Program Coordinator of Food Promotion Programs**

**$20,000 annually**

**15 hours per week**

* Coordinator of Food Promotion Programs is a grant-funded part-time position (20 hours per week).
* The Coordinator of Food Promotion Programs manages the community gardens projects, provides and/or assists to provide growing practices education, coordinates related educational activities and coordinates the Farmer Market vendors and activities.
* The position is roughly 70% planning, coordinating, and implementing community gardens; 20% supervising staff to work the community gardens, farmers market and nutrition education and 10% meetings/written and oral reports.
* The position reports to the Executive Director of the Brookland-Lakeview Empowerment Center.

**Duties include, but are not limited to:**

1. Work with a diverse group to include garden staff, volunteers, partners and nutrition coaches to achieve objectives of the community garden and farmer’s market programs.

2. Coordinate day-to-day activities of the community garden program. Organize garden projects,

engagement activities, lead site coordinator meetings and annual gardener orientation,

and perform maintenance chores at all garden sites.

3. Supervise Community Garden and Farmers market staff, nutrition coaches, and volunteers. Provide appropriate cross training and orientation to staff and volunteers to ensure successful implementation, delivery, and outcomes.

4. Organize educational opportunities for gardeners and the public.

5. Coordinate with Garden staff on planning/creating youth garden opportunities and

activities.

6. Identify viable site to host Farmer’s Market and coordinate activities to include recruiting local farmers and other vendors to participate in the farmers market events.

7. Outreach and network with various agencies to accomplish goals of the program, develop meaningful partnerships, identify new collaborations, and share education. Must engage in public speaking engagements to promote the program.

8. Maintain information for grant objectives, collect data, assess data, and report data in conjunction with the program director. Completes reports as needed.

9. Manage purchase of supplies within budget restrictions.

10.Hold meetings with the staff to stay on task with activities.

11.Maintain professional knowledge and skills by attending relevant workshops, trainings,

and conferences. Review professional materials and literature to better serve the

organization.

12.Other duties as required

**Job Skills and Qualifications**

* Excellent physical stamina and strength is a necessity in this position.
* Ability to lift up to 40 pounds
* Excellent oral and written communication skills
* Ability to meet strict deadlines

**Education**

A minimum of bachelor’s degree in Agriculture or related field.