



Veggielution

www.veggielution.org | info@veggielution.org
647 S King Rd, San Jose, CA 95116 | (408) 753-6705

Title: Program Director
Reports to: Executive Director
Classification: Full-time, Exempt

A note on the current state of our work environment:

Veggielution is open and staff are considered essential workers, and we adhere to all of Santa Clara County's public health guidelines and regulations. All candidate interviews will be conducted via Zoom.

Veggielution is growing and looking to add a Program Director to our team. Under the direction of the Executive Director, the Program Director will provide strategic leadership on program content, implementation and evaluation of programs with emphasis on measurable outcomes using data and best practices, prioritization of programmatic objectives, activities, and budget needs. The right candidate for the job will contribute to the long-term success of Veggielution.

Program Director Position

The Program Director is an executive leadership position that reports directly to the Executive Director. As part of the executive leadership team, the Program Director is expected to function at the highest level of management and represent Veggielution in interactions with the public, partner agencies, and other organizations. Veggielution is a growing grassroots organization in which the Program Director will play a crucial role, focused on organizational development, performance management, and advocacy/community organizing initiatives, ensuring that Veggielution has the systems, policies, and environments in place to advance its mission.

Organizational Overview

With an annual budget of just under \$2 million, Veggielution connects thousands of San José residents each year through programs that encourage experiential learning and deep connection. We are located in Emma Prusch Farm Park in the Mayfair neighborhood of East San José. Through Veggielution's three key program platforms—Food Sovereignty, Community Engagement, and Environmental Education—our aim is to work with our East San José neighbors to ensure that they experience a richness of community life and health that combats social isolation and provides the support needed to create more robust social networks and take positive action in our community. Our goal is to engage residents throughout Santa Clara County, with a special emphasis on fostering community and family engagement in the low-income, working immigrant community of East San José. We believe that through shared conversations and experiences, healthy food and outdoor learning, Veggielution

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can help to build social capital in East San José and change attitudes and policies toward low-income residents by strengthening diverse and multicultural social networks.

Veggielution is one of five anchor organizations in the Mayfair neighborhood of East San José, including Amigos de Guadalupe, Grail Family Services, the School of Arts and Culture at MHP, SOMOS Mayfair that comprises the Sí Se Puede Collective (SSPC.) The SSPC formalizes the shared commitment of these organizations to serve low-income families living in the Mayfair community. By coordinating the work of these organizations, the SSPC aims to produce a much greater positive impact in the community than any one organization can do alone.

Essential Responsibilities

Responsibilities include, but are not limited to:

1. *Identifying areas of opportunity for Veggielution to strengthen, diversify, and expand its programs, developing and implementing the associated strategic and tactical plan*
 - Serve as a senior leader and advisor to the Executive Director for program content, design, and evaluation;
 - Develop new initiatives to support the strategic direction of Veggielution;
 - Provide strategic leadership and support, coordinating and communicating regularly with Executive Director, Public Affairs Director, and Facility Director on the progress of projects;
 - Support the Executive Director in ensuring all staff, Board, community organizers, and volunteers have a shared awareness, understanding, and alignment to the organization's mission, vision, goals and programmatic strategy.

2. *Being a thought partner with staff, stakeholders, and community members to advance a comprehensive data and learning strategy*
 - Monitor program activities on a regular basis and conduct an annual evaluation according to the program evaluation framework;
 - Oversee services and contracts with government and private funders for the program, ensuring compliance with all funding agreements;
 - Oversee program data collection and ensure timely reporting of compliance and contract activities for funding sources;
 - Collaborate with the Public Affairs Director to design, implement and/or improve reporting tools and data management systems (e.g. Salesforce.)

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3. *Carrying out supervisory and operational responsibilities*

- Supervise the Program Manager, Environmental Education Manager, and Community Navigator;
- Support development of a positive work environment grounded in interpersonal trust, cooperation, and communication;
- Provide leadership, supervision, and guidance to Veggielution program leads to include all aspects of performance management;
- In partnership with the Executive Director and Public Affairs Director, lead elements of Veggielution's DEI work;
- Perform essential functions on behalf of the Executive Director as needed.

Education and Experience Requirements

- Demonstrated deep commitment to and belief in Veggielution's mission
- Strong organizational and logistical skills
- Demonstrated leadership and interpersonal skills, teamwork orientation, and ability to motivate wide range of people with a sensitivity to issues of cultural diversity
- Prior experience in program oversight and project management highly desirable
- Demonstrated ability to manage projects in a dynamic, fast-paced environment
- Project management experience and leading teams to meet deadlines in efficient manner
- Resourceful and proactive
- High level of personal responsibility and optimism
- Ability to interact with all levels within an organization both independently and as a part of a team with all levels of staff
- High proficiency in Spanish and English
- Office software proficiency, including Microsoft Office and Google Drive
- Basic Salesforce proficiency preferred

Working Conditions

- Non-conventional mix of office and outdoor work environment requires affinity for interacting with visitors in a farm setting.
- Monday-Friday work week with occasional planning for and participation in weekend activities; occasional early morning or late evening work

Compensation

Salary: \$85,000 per year, plus excellent health benefits, professional development funds, and generous paid time off.

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Veggielution is committed to being a multicultural organization that embraces shared leadership and is passionate about achieving social justice.

To apply, please send a resume and cover letter to: hr@veggielution.org

Veggielution is an Equal Opportunity Employer (EOE). Applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, gender identity and gender expression, disability or veteran status.

Application deadline: Open until filled.

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