



Youth Services and Operations Coordinator

Grow Dat is an equal opportunity employer and encourages applications from women, people of color, persons with disabilities, LGBTQ, AND gender non-conforming people.

Who We Are:

Grow Dat Youth Farm's mission is to nurture a diverse group of young leaders through the meaningful work of growing food. On our farm, we work collaboratively to produce healthy food for local residents and to inspire youth and adults to create personal, social and environmental change in their own communities. Grow Dat is a place where people from different backgrounds and disciplines come together in research and practice to support public health, local economies and a sustainable food system in South Louisiana.

Each year, we hire approximately 60 youth from partnering schools and organizations across the City of New Orleans. We engage youth in two programs: advanced leadership program (Fall) and leadership program (Spring). Our youth engage in a series of workshops highlighting social and food justice issues within their communities. All youth are paid for their participation in our program. The youth's time in the program is split between agricultural work directed by our Farm Team and workshops that are managed by the Program Team. Youth enter the program as crew members and have the opportunity to advance through the program to become assistant crew leaders and crew leaders. Youth take on more responsibility, deepen their analysis around food and social justice issues, and strengthen their relationships with community based organizations as they complete the program.

Grow Dat utilizes the VISIONS[®] framework to create a diverse multicultural working environment. All youth, staff, and board members engage in a series of diversity and inclusion workshops that promotes working across differences. VISIONS[®] trainings help recognize and combat oppressive systems, and promote social change by addressing these systems at multiple levels. The role of the social worker is to provide emotional and social support as students complete the programs and while utilizing tools obtained during VISIONS[®] trainings.

Job Summary: Grow Dat seeks a highly motivated, compassionate, and organized individual for a dynamic and multifaceted role. This role is comprised of three distinct areas of work: social work, office and administrative support, and communications. This job is ideal for a candidate with a social work background who is interested in pursuing a role that will hone a diverse set of skills in a non-profit environment.



Program Areas of Responsibility:

Social Work:

- Build and maintain strong interpersonal relationships that will help provide ongoing support to struggling youth.
 - Serve as an advocate for crew members and assistant crew leaders during programming hours
 - Work with program staff in upholding organizational standards and VISIONS guidelines for creating a strong community and safe space.
- Provide crisis management for assistant crew leaders and crew members .
 - Identify, connect and/or make referrals for youth in an effort to help individuals access needed services and benefits. (i.e. assisting youth in securing SNAP benefits, helping youth navigate transportation challenges, etc.)
 - Provide mental health support/counseling to youth as needed

Program Support:

- Recruitment and Interview Day
 - Assist program manager and education coordinator in providing support for students with special needs.
 - Work with school social workers/staff in providing support during the application process and interview day.
- Lead trainings/focus groups to build staff knowledge and skills around working with youth who require more support (i.e., youth with autism, etc.).
 - Design and deliver lessons for youth about adolescent development.
 - Share knowledge of current or evolving legislation that may impact the needs of youth.
- Work with education coordinator to assist with trainings as needed.
- Participate in VISIONS trainings.

Other duties as assigned

- Support youth as needed at special events outside of regular programming.
- Provide guidance and trainings for mandatory reporting policies as defined by the State of Louisiana.
- Assist in the development of internal policies for mandatory reporting.
- Provide support as needed.



Administrative Areas of Responsibility:

Administration and Operations:

- Work with the Director and Social Enterprise Manager to maintain Grow Dat's financial systems including but not limited to
 - Revenue Processing, expense reporting, and missing receipt reporting.
- Work with the Director and Social Enterprise Manager to maintain Grow Dat's HR Systems including but not limited to:
 - Copy editing and writing job descriptions
 - Interview scheduling
 - Personnel file maintenance, including legal paperwork, insurance documents, and retirement account applications for all staff.
- Assist with internal communication as necessary (e.g., scheduling staff meetings, Real Talk)
- Pick up and distribute mail
- Maintain office and site supplies; handle maintenance of office equipment
- Assist with IT functions as necessary.
- Assist with board communications and scheduling as necessary.
- Coordinate and oversee site rentals
- Coordinate scheduling and payment for field trips

Eco Campus Maintenance:

- Coordinate and communicate quarterly deep clean with staff
- Research and coordinate with cleaning services for weekly site cleaning
- Work with staff to keep communal space organized and clean
- Attend to any repairs or replacements needed

Communications Areas of Responsibility:

Development and Communications:

- Work with Social Enterprise Manager to develop marketing strategy.
- Coordinate and execute multiple external communications channels, including:
- Website
 - Social media
 - E-blasts
 - Media/PR
 - Ensure our mailchimp is up to date with event attendees and new donors
- Work with Director and Social Enterprise Manager to produce annual report, monthly donor communications, and to assist with semi-annual donor mailings.
 - Manage our donor database and coordinate timely donation acknowledgements.
 - Support earned revenue activities as necessary (Hootenanny, Farm Dinners etc.)



Educational Requirements

- Must have MSW and be pursuing LCSW within fiscal year

Skills and Experience

- Ability to work with youth with special needs
- Experience working with opportunity youth
- Well-versed understanding of government benefits (SNAP, Child Care Assistance, Housing)
- Ability to build strong relationships
- Ability to work independently
- Ability to maintain confidentiality, discretion, and use of independent judgment.
- Desire to be a part of a fast-paced non-profit/social business hybrid environment
- Excellent people skills, with experience collaborating in a multi-disciplinary, diverse, and dynamic team.
- Ability to express ideas clearly and concisely in written documents and orally
- Experience working with Google Drive and Docs, Microsoft Office, Squarespace, MailChimp, Donor CRMs

Success Looks Like:

1. Youth who are in need of services are connected and attending needed interventions.
2. Social services are attainable for alumni and staff as needed.
3. 85% of youth applicants receive work permits and physicals before hiring decision has been made.
4. Youth feel supported when faced with challenging opportunities and are given additional opportunities to practice leadership skills.
5. Timely production and dissemination of communications that engage our supporters.
6. The creation and maintenance of office management procedures that ensure a productive and comfortable workplace.
7. Timely maintenance of donor data, HR files, and financial information.

This is a full-time salaried position with benefits. Salary range is \$35-\$40,000, depending upon experience.

To Apply: Please submit resume and cover letter with 3 references to jobs@growdatyouthfarm.org with Youth Services and Operations Application in the subject line. Due to our limited organizational capacity, we regret that we are unable to personally follow up with everyone who applies.