Organization Description: The LEAF Project is an exciting, young, nonprofit organization at the forefront of youth development and food system work in South Central PA. Partnering with regional leaders in farming and public health, LEAF creates a rare and powerful space for youth leaders to experience their capacity and engage in building a resilient food system. On our 4 acre home farm, LEAF runs a youth-powered sustainable vegetable farm that distributes produce through produce shares, restaurants, public health partnerships, and markets. Through seasonal internships, LEAF youth also engage in their own leadership development, workforce readiness skills, and move on to positions of increased responsibility running LEAF ventures in our community. LEAF’s mission is to cultivate youth leaders from diverse backgrounds through meaningful work in our local food system.

LEAF seeks to employ an engaged, innovative, and committed staff who have an investment in LEAF’s mission. All staff carry unique responsibility and leadership within their job description as well as responsibility in sustaining and building LEAF as a whole and making LEAF a rewarding place to work. All staff will participate in periodic feedback and have some direct interaction with youth interns.

Position Description: This full time position is at the heart of LEAF. The Program Coordinator works closely with the youth crew, instrumental in creating a rare and intentional culture in which youth engage in meaningful work that spurs personal growth and awareness. The Program Coordinator’s time will be spent in group facilitation, alongside youth in work tasks, and administrative program responsibilities. The Program Coordinator should be dedicated to LEAF’s mission, passionate about youth development, and invested in fostering a vibrant and just community.

The primary areas of responsibility include:

- Working directly alongside LEAF’s youth interns as they farm, participate in workshops, cook, and do public outreach events
- Facilitating youth intern growth, by working with staff to generate and implement individualized plans based on observed behaviors
- Managing program logistics during winter, spring, summer, and fall internship programs; this includes generating schedules, planning agendas, and overseeing transportation
- Implementing curriculum by working with staff to meet learning objectives and instructing workshops or leading discussions as needed
- Transporting youth intern teams to work sites and public outreach events
- Assisting in farm and kitchen work alongside youth and/or with staff
- Organizing youth participation in public outreach events
NOW HIRING: PROGRAM COORDINATOR

Who you are:

- Fired up to join a small, hard-working team at an organization on the front lines of youth development and innovative food system work
- Excited about working alongside young people of all different backgrounds
- Skilled youth facilitator who loves coaching and inspiring others, with experience in youth facilitation
- Able to give and receive thoughtful feedback
- Independently motivated to set timelines and achieve goals
- Able to learn quickly and adapt to changing systems
- Interested in both collaborating with others and working independently
- Detail-focused while maintaining a big picture perspective

Qualifications:

- Bachelor’s Degree or equivalent life experience
- Minimum 2+ years relevant experience in youth development or educational field
- Able to work outside in all weather conditions (heat, rain, cold) and lift up to 30 lbs. safely
- Ability to craft, manage, and maintain a budget
- Valid driver’s license

Site Location: LEAF Project Office, 64 East North St, Carlisle and LEAF Home Farm, 554 Warm Springs Road, Landisburg PA 17040 (location based on task and season)

Compensation: This is a full-time position beginning at $28,000 (commensurate with experience). This position has the benefit of some flexibility and discretion to adjust your work hours and location after the training period and as our seasonal schedule allows. Benefits include paid time off (80 hours accrued in the first year in addition to a winter break), healthcare reimbursement benefit, and discounted access to LEAF produce and products.

To Apply: Submit your resume and a cover letter explaining why you are interested in working with LEAF to info@leafprojectpa.org.