Position: School Program Manager

Compensation: $22 - 24/hr, Commensurate with experience

Type: Full-time, hourly

Start Date: Immediate

Schedule: The School Program Manager will work 40 hours/week. The Manager must be available to work occasional evenings and weekends, as requested.

About Us: Harlem Grown’s mission is to inspire youth to live healthy and ambitious lives through mentorship and hands-on education in urban farming, sustainability, and nutrition.

Our Farms & Facilities: Harlem Grown operates soil-based urban farms, school gardens, and a hydroponic greenhouse. Our offices and properties are located between 122 and 152 Streets in Central and East Harlem, Manhattan.

Our Programs: Harlem Grown provides youth and community development programs focused on urban farming, wellness, and sustainability. Our youth focused programs include intensive school partnerships placing sustainability mentors in four public schools, as well as educational farm tours, summer camp, a Saturday enrichment program, and an afterschool program. Our community development programs include wellness workshops, special events, food scrap collection for composting, and fresh farm produce distribution to participants, volunteers, and neighborhood residents.

Job Overview: Harlem Grown is seeking an experienced, responsible and organized manager to oversee our intensive in-school programming at four Harlem elementary schools and one middle school. Our in-school programming includes a Food & Farming curriculum for grades K to 3, daily mentoring in the cafeteria, and management of a school garden at each elementary school. The Manager will report to the Program Director and supervise a team made up of full-time educators, mentors, FoodCorps service members, and interns (as needed).

Responsibilities:

● With oversight from the Program Director, implement and continue to develop Harlem Grown’s in-school programming with the school program team, ensuring alignment with organizational mission, goals, and resources
● Oversee program budget and spending, ensuring responsible management of funds and clear tracking of all expenditures, including POs, reimbursement requests, and expense reports
• Provide supportive supervision and guidance to school program team of up to ten staff, working closely with the Program Director to hire, train, and provide professional development to the team
• Collaborate with and guide school program team to develop and improve curriculum
• Work closely with HG agriculture team to ensure that HG staff is helping to maintain, grow, and beautify each school garden
• Develop and track outputs, impact metrics, and other evaluation tools to guide management decisions, and to inform various stakeholders, including funders
• Act as a liaison with each school administration, and as an ambassador for Harlem Grown in our schools
• With support from the Program Director and Operations Team, renew MOUs and Agreements with each school, yearly, providing transparency and mutual understanding of project goals and responsibilities of each party
• Serve as a role model for youth and reinforce Harlem Grown’s values of honesty, respect, and responsibility

Qualifications:
• Three years experience in education, mentoring, or related youth development field
• Two years of supervisory experience, preferably overseeing education, out of school time, or other youth development program teams
• Strong organizational and communication skills
• Strong leadership and management skills, including the ability to develop productive working relationships with a variety of internal and external individuals and groups
• Self-motivated with excellent problem-solving skills
• Enthusiasm, passion, patience, flexibility, and high-energy
• Proficiency in Google Apps, MS Office and basic understanding of IT and data systems
• Knowledge of urban farming, gardening, or nutrition, a plus
• Advanced degree in education or youth development, a plus
• Bilingual in English & Spanish, a plus

How to Apply:
Please send resume and cover letter to saidekman@harlemgrown.org. Please write “School Program Manager -” followed by your first and last name in the subject line.