



JOB DESCRIPTIONS
Youth and Public Programs Coordinator
Pescadero, California

About Pie Ranch:

[Pie Ranch](#) is a unique food system education center located on a diversified regenerative farm on the San Mateo Coast, about 55 miles south of San Francisco. Our home near Pescadero, CA, is in the ancestral homeland of the Quiroste Tribe, now stewarded by the [Amah Mutsun Tribal Band](#) with whom Pie Ranch partners in a variety of ways. The home site of Pie Ranch includes two parcels, 27-acres in total. These neighboring pieces of land are each shaped like a slice of pie, and also grow the ingredients to make pie. In 2018 we began leasing 418-acres to the north at Cascade Ranch where we are building up a regenerator program for new farmers and land-based businesses. Pie Ranch's vision is to support a multiracial community of growers and eaters with access to land, education, and resources necessary to bring abundance and reciprocity into our relationships with each other and the earth. Each day we work toward our mission of cultivating a healthy and just food system from seed to table through food systems education, farmer pathways, and regional partnerships. Our ongoing partnership with [Be Present Inc](#) grounds us in our daily work of centering justice and equity in our programs, policies, structures, and communication with each other.

For more information on the organization, see <http://www.pieranch.org>

About the Position:

The Youth and Public Programs Coordinator maintains and enriches our education programs at Pie Ranch. Our programs for K-12 learners and the public are grounded on the land at Pie Ranch and provide participants with the inspiration and experiences to affect food systems change in their communities. Our programs include fee-for-service public programs, field trips for youth, partner school relationships, summer programs, on-farm jobs for youth, and other internships. Additionally, this position supports the execution of programming for the public: corporate events, tours, culinary events and more. This position will help coordinate the implementation of these programs; help develop food justice and regenerative agriculture curriculum; and deliver lessons to youth and adults, including both on-farm and school sites. The Youth and Public Programs Program Coordinator will work with the farm team to facilitate farm project activities and help build sustainable organizational capacity for Pie Ranch. Another role this position entails is the occasional support of our Food Hub program: a program that supplies food insecure communities with access to organic, healthy produce year round. This position will also support the Pie Ranch farm plot specifically for youth and adult programs as well as assist with our animal husbandry program.

PROFESSIONAL DUTIES:

Summer Program (5%)

- Help oversee all Summer Programs in collaboration with our partner schools and organizations.
- Help create materials, forms, waivers, etc. for use.
- Assist in coordinating transportation and associated program logistics.
- Be part of a collective planning process with the Program Team to design and implement inspired programming.
- Work with staff to effectively integrate programs and youth interns into the folds of the farm.

Lead Partner School and Field Trips (35%)

- Work with Partner School Teachers and Pie Ranch Programs Team on planning and implementing weekly field trips, including transportation, curriculum, and agendas. Lead tours, pie bakes, milling demos, other culinary activities and farm projects.
- Collaborate with partner school staff on curriculum development that enhances school-based learning as well as field trips to the farm
- Coordinate farm based activities with the Farm Team.
- Coordinate YouthCorp and initiate improvements in the program as well as the YC schedule
- Maintain the Master Visit Log

Fee-for-Service Visits (15%)

- Lead other school groups (K-12), college groups and the public in tours and programming on the farm. Support the events coordinator in executing luncheons, tours, weddings (tours/set-up), dinners, etc.

Farming Support (20%)

- Assist Farm team with farm chores that may consist of planting, weeding, harvesting, etc.
- Help maintain a youth program plot on the farm of no more than .5 acre for program purposes (ingredients for culinary programs, educational purposes, etc.)
- Assist in our Food Hub program (duties may include aggregation, packing and distribution of food boxes around the Bay Area)
- Provide rotational support for the farm's animal husbandry program (feeding chickens, collecting eggs, mucking pens/feeding goats, cows, horses, pigs, monitor animal well-being, etc.)

Curriculum Development (10%)

- Develop curriculum on regenerative agriculture, nutrition, and food justice in collaboration with Programs Team, Farm Manager/s, and Chef Educator/s, Animal Husbandry person with the goal of having a Youth and Public Programs Curriculum Binder applicable to both youth and the public.

Evaluation (5%)

- Help review and make edits on evaluative tools for all Pie Ranch related programming.
- Facilitate online surveys & evaluations for youth and teachers for fee-for-service and partner school programs.

Food Hub (5%)

- Aggregate and organize pods, surveys, etc. for food hub operations
- On occasion, fill in on pack line and deliveries

Meetings & Communications (5%)

- Meet with Puente, Design Tech, Oceana High and other partners as needed to plan summer internships/summits, etc.
- Attend all Pie Ranch staff meetings.
- Meet regularly with the Program Director and other Pie Ranch staff.
- Write updates for grants, newsletters & blogs and update website.
- Create social media posts, curriculum, videos as needed/serve on communications and other subcommittees on a rotational basis.

KNOWLEDGE, SKILLS, AND ABILITIES**Required:**

- Flexibility, adaptability, self-direction, and positivity are critical to a successful execution of this role.
- Ability to run programming once a month on a Saturday or Sunday (corporate, youth or other event as well as 3rd Saturday volunteer days).
- Ability to work on site 5 days a week.
- Understanding that the nature of farm work requires occasional harvests, animal care, etc. after hours work and that overtime will be compensated for.
- A minimum of two years of experience in a similar role (as a teacher or coordinator).
- Experience in sustainable farming or gardening.
- Experience working with diverse crops and farm animals; enthusiastic about learning about crops and farm animals.
- Experience working with youth of diverse backgrounds in a classroom or garden context.
- Commitment to Racial Justice and Anti-Oppression work.
- Understanding of and commitment to food sovereignty and food justice.
- Youth leadership development experience and skills.
- Strong organizational, coordination, and collaboration skills.
- Strong ability to communicate clearly and enthusiastically with students, teachers, and school administrators.
- Experience with developing curriculum, educational tools, lesson plans and activities related to sustainable agriculture and food justice.

- Understanding that work is within the rustic reality of a farm.
- Understanding the realities of working at a non-profit with ongoing needs around funding and infrastructure.
- Understanding, commitment to, and acceptance of Pie Ranch's vision, mission, values, community and communication agreements, organizational structure, decision making process, and other policies and procedures outlined in the Employee Handbook.
- Understanding of the [Be Present](#) model of communication and willingness to integrate the model into all forms of communication at Pie Ranch.
- Understanding the importance that public programs and fee-for-service programs play a part in supporting school/youth visits and general operations.
- Friendliness, approachability, and enthusiasm for working with other people.
- Experience and interest in developing evaluative tools and educational program evaluation.
- Proficiency with Google Apps (calendar, drive, docs, sheets, etc)
- Ability to coordinate funds and follow the program budgets.
- Ability to drive and access to a vehicle for regular travel to and from Pie Ranch and partner schools.
- Ability to work 40 hours per week.

Desired:

- Proficiency in Spanish
- Commitment to personal health and interest in cooking and nutrition.
- Access to a smart phone or personal computer for out of office communications.

Other Requirements:

- Possess a California driver's license and must maintain eligibility for company vehicle insurance.
- Criminal background required.
- COVID-related: We require proof of vaccination for all employees of Pie Ranch.

Hours:

This is an hourly non-exempt position located in Pescadero CA, with anticipated weekly average of 40 hours/week and a Monday thru Friday schedule (some weekend support may be occasionally required).

Compensation:

- Hourly rate of \$19-22 depending on skills and experience.
- Generous benefits package including medical, dental, life and vision.
- 15-25 days vacation depending on seniority, 11 Holidays, 8 days sick.
- Participation in our 403(b) retirement plan.

Start Date:

April-May 2023

How to apply:

Please submit resume and cover letter of why you are interested in this position to employment@pieranch.org

Pie Ranch is an affirmative action/equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.