



Apple Seeds Program Manager

Full Time; Salary
Fayetteville, AR

About Apple Seeds

Apple Seeds is a nonprofit organization based in Fayetteville, Arkansas that works to educate and excite children about fresh fruits and vegetables while increasing access to healthy food. Our mission is to inspire healthy living through garden-based education. Apple Seeds offers experiential garden and culinary based education through programs on our Teaching Farm and in schools, and provides support of fresh produce to local school pantries. Through this work, our programs reach over 21,000 students a year. For more information about Apple Seeds, visit <https://appleseedsnwa.org/>.

Job Description

The Program Manager plays a key role on our team overseeing and implementing educational programs that are engaging, hands-on, and empowering to children throughout the calendar year. During the school year, the Program Manager leads our field trips and in school programs. Field trips and in school programs are curriculum based experiences that occur at the Teaching Farm and in elementary and middle schools across Northwest Arkansas. Through these grade-specific school programs, students are inspired to incorporate more nutrient dense foods into their diets and live healthy lives.

Learning continues for students through the summer at Apple Seeds during our garden based cooking camps, farm to table cooking classes, and our teen service learning program. The individual in this role will jointly manage these programs for the summer months.

The Program Manager should anticipate that the primary function of the job is actively teaching and leading students in programs. This is anticipated to be roughly 50% of the position subject to change with program growth and other factors. In addition, the person in this role contributes to managing program logistics, systems, efficiencies, communications, and budgets, refining and/or expanding program curriculum for current and or new target audiences; and training and managing team members which could include AmeriCorps VISTA program coordinators, part-time staff, interns, and volunteers. This is a full time, salaried position that reports to the Program Director.

Program Responsibilities:

- Provide oversight and management while implementing school year and summer programs to meet if not exceed relevant grant and/or internal goals
- Oversee communication with potential and confirmed groups and educators regarding scheduling, logistic information, program waivers, and other information pertinent to the program
- Collaborate with the Program Director and Volunteer Coordinator to schedule staff, interns, or volunteers for program implementation
- Oversee all preparation needed for the programs including purchasing of ingredients, identifying/communicating harvest needs, organizing materials, etc.
- Manage the delivery, collection, entry, and analysis of program surveys to use for documenting the impact of programs for reporting outcomes and program planning
- Network and communicate with NWA educators to recruit school participation, schedule programs, and gain insight on impact of program participation
- Utilize and manage operational budgets according to Apple Seeds policies to ensure stewardship of all organization funds and supply inventories
- Manage and mitigate risks associated with programs in accordance with Apple Seeds policies and protocols to foster a safe environment for program participants

- Collaborate with the Program Director on identifying and implementing improvements to program curriculums, lessons, recipes, logistics, standards, processes, and communications which will contribute towards expanding the reach, effectiveness, and efficiency of programming

Managerial Responsibilities:

- Manage designated program coordinators, part-time staff members, interns and volunteers, overseeing the completion of duties and tasks in their role(s)
- Collaborate with the Program Director to lead on-boarding and orientation for team members involved in the delivery of educational programs
- Inspire team members to provide an engaging learning experience for students during programs
- Provide guidance and ongoing feedback in a constructive and positive manner
- Hold regular check-ins and develop a system for tracking completion of tasks
- Lead performance review(s) of any designated team members
- Oversee designated team member(s)' timesheets and requests for time off in accordance with the Apple Seeds Employee Handbook
- Provide Program Director with responsibility and performance updates for individuals' supervised by this position
- Serve as a role model of the organization's mission, standards, and values

Outreach Responsibilities:

- Communicate professionally and in a timely manner with youth, parents, volunteers, and others in the community who are involved in or interested in the work we do at Apple Seeds
- Develop relationships with educators/group leaders during programming and at various outreach/community events
- Lead tours of Apple Seeds on a weekly or monthly basis as assigned
- Be present at and assist with Apple Seeds fundraising events as assigned

Additionally, the Program Manager will work with the whole Apple Seeds team for initiatives that benefit the entire organization such as group team building activities, participating in fundraising initiatives, supporting other teams when needed, etc. Beyond the above job responsibilities, the Program Manager will complete other duties as assigned. Apple Seeds is a dynamic and growing organization and as such, the Program Manager's job description is subject to change should the need arise as determined by the Program Director and Executive Director.

Skills and Qualifications:

- Passion for the mission of Apple Seeds and a commitment to the values of the organization which are respect, belonging, authenticity, engagement, and growth
- A minimum of 2 years of full-time experience in education, nutrition, sustainable agriculture, culinary arts, or related fields and a at least 1-year of full-time experience supervising part-time or full-time individuals
- Experience working with children in a positive, fun, and engaging outdoor leaning environment
- A positive, team focused, and solutions oriented attitude with excitement towards helping grow Apple Seeds' programs
- Exceptional interpersonal skills to work with a diverse group of students, teachers, volunteers, community partners, and other stakeholders
- Strong leadership and organizational skills to coordinate logistics among multiple partners and team members
- Experience creating and tracking multiple budgets
- An energetic personality that thrives leading and exciting students about nutrition, cooking, and gardening
- Demonstrated experience in lesson and curriculum development
- Ability to think critically and to effectively address unique problems as they arise
- Self-motivation and self-direction with the ability to work well within a rapidly-changing environment and to prioritize and carry out tasks efficiently and within established timeframes

- An openness and drive for learning, assessing and improving one's work, and the ability to hear, reflect upon and implement feedback
- Proficiency in Google Suite including Gmail, Docs, Sheets, and Slides and/or Microsoft Office including Word, Excel, and PowerPoint
- Experience working with diverse populations and a commitment to diversity, equity, and inclusion

Additional Job Requirements:

- Valid U.S. driver's license and a willingness to drive Apple Seeds' vehicles
- Agree to and pass a criminal background check
- Willingness to work outside in hot and cool conditions and on occasional evenings and weekends
- Ability to support program development and implementation through a variety of formats including standing when teaching or assisting students for multiple hours a day, working at a computer for extended periods of time, and lifting up to 40 lbs.

Hours:

- Full time, 40 hours per week; as a salaried position, hours are based on accountability to assigned tasks, responsibilities, and goals.
- Apple Seeds standard work hours are 8 a.m. – 4:30 p.m. Monday-Friday, however, the exact start and end time is subject to the specific schedule for the day as needed for program implementation.
- Occasional early mornings, evenings, and weekends will be expected

Benefits:

- Annual salary of \$38,000-45,000; commensurate with experience & qualifications
- Health insurance is available for full-time employees who have been employed for 60 days or more. Apple Seeds will pay 50% of the premium for employees on this policy. Team members also have the opportunity to add additional family members onto the policy for an additional cost.
- 10 days of paid vacation, 10 days of holiday vacation, and up to 10 days of paid sick leave per year

Work Space and Supervision:

The program manager will work from the Apple Seeds office, in the garden and teaching kitchen at the Teaching Farm, or in schools throughout Northwest Arkansas. A computer will be provided but the Program Manager will be expected to provide their own phone for occasional work related communications. The Program Manager will be supervised by the Program Director. The individual who fills this role should be self-motivated and able to work independently on a daily basis.

Equal Opportunity Statement

Apple Seeds is dedicated to providing equal employment opportunities to all individuals based on job related qualifications and ability to perform a job, without regard to age, sex, race, color, veteran status, religion, disability, sexual orientation, gender identity, marital status or national origin. People from these and other historically marginalized backgrounds are encouraged to apply.

Application Instructions: Applications will be reviewed on a rolling basis as submitted. Interested individuals should complete an application form located at https://bit.ly/apple_seeds_program_manager_application and should email a resume, cover letter, and list of three professional references to Ryan Patterson at ryan@appleseedsnwa.org.

Start Date: The ideal candidate will start this position in July 2023.