



Apple Seeds Program Assistant

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, 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 Assistant directly contributes to Apple Seeds' mission by leading hands-on, engaging, and empowering curriculum to several thousand students throughout the calendar year. The person in this role will excite students about fresh, nutritious foods, on a daily basis through our various programs including field trips, cooking classes, after school programs, summer camps, and through in-school programs. The Program Assistant should anticipate that the primary function of the job is actively teaching and leading students in programs. This is anticipated to be roughly 60-70% of the position which is subject to change with program growth and other factors.

Beyond facilitating programs with students, the person in this role provides support to the expansion of the Growing My Plate Program (GMP), a six session curriculum implemented by teachers across the state of Arkansas. Support provided by the Program Assistant includes the collection, organization, and recording of program participation data from teachers, students, and parents. Further support of this program will be provided by the Program Assistant through communications with and sharing of resources to these teachers.

Additionally, the Program Assistant will be involved in tasks such as general program support, survey administration and analysis, providing direction and guidance to interns and volunteers; budget tracking; and community outreach. A strong team environment exists at Apple Seeds and as such, the Program Assistant may additionally be involved in leading or assisting with other programs tasks, projects, and additional duties as assigned. This is a full time, salaried position that directly reports to the Senior Program Manager while also receiving shared supervision from the Program Manager.

Responsibilities:

- Lead students in hands-on and engaging garden, nutrition, and culinary based program curricula resulting in greater excitement for nutritious foods
- Foster a fun, safe, and encouraging environment for program participants in accordance with Apple Seeds policies and protocols
- Support program implementation through tasks including organization/preparation of materials, creating rosters of participants, requesting needs from the garden, purchasing ingredients, and leading program/kitchen closing procedures following each program
- Develop relationship with educators/group leaders during programming and at various outreach/community events
- Support the onboarding and training of interns and volunteers, providing direction and guidance on tasks as needed

- Be present at and assist with Apple Seeds fundraising events and responsibilities as assigned
- Organize, track, and analyze GMP data including participation numbers, survey data, and program implementation timelines to be used for reporting and program planning
- Provide resources to and communicate with teachers implementing GMP
- Collaborate with the Senior Program Manager on identifying and implementing improvements to the processes and communications of the Growing My Plate program

Additionally, the Program Assistant 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. Apple Seeds is a dynamic and growing organization and as such, the Program Assistant's job description is subject to change should the need arise as determined by the Program Director and Executive Director.

Required 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 1 year of full-time experience in education, nutrition, sustainable agriculture, culinary arts, or related fields; experience educating children in an outdoor or culinary environment preferred
- Experience working with children in a positive, fun, and engaging outdoor learning environment
- Exceptional interpersonal skills to work with a diverse group of students, teachers, volunteers, community partners, and other stakeholders
- Strong organization and attention to detail skills to coordinate and track multiple projects and communications concurrently
- A positive, team focused, energetic, and solutions oriented attitude with excitement towards helping grow Apple Seeds' programs
- Self-motivation and self-direction to prioritize and carry out tasks efficiently and within established timeframes
- Ability to adapt and work well within a rapidly-changing environment
- 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; in-depth knowledge of spreadsheets and Canva preferred

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
- Ability to support program development and implementation through a variety of formats including standing when teaching or assisting students for up to 8 hours a day, working at a computer for extended periods of time, and lifting up to 40 lbs.

Hours:

This position is a full time, 40 hours per week position. Standard work hours are 8 a.m. – 4:30 p.m. Monday-Friday. The Program Assistant will frequently have an adjusted work schedule due to comp time earned from job responsibilities that occur in the evenings or early mornings. Exact times vary per season and the programs that are scheduled. The Program Assistant will also be part of the team that staffs our Saturday Garden hours that are open to the public resulting in working approximately one Saturday per month March-October.

Benefits:

- Salary of \$30,000

- Health insurance is available for full-time employees who have been employed for 90 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 Assistant will be expected to provide their own cell phone for occasional work related communications. The Program Assistant directly reports to the Senior Program Manager while also receiving shared supervision from the Program Manager. The individual who fills this role should be self-motivated and able to work unsupervised 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 Close Date: 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_assistant.

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