



Job Title: Education Programs Manager

Type: Exempt, Full Time, Salaried Position (40 hours per week)

Dates: February 1, 2023 - December 31, 2023 (2 month probation, renewable per year)

Hours: Monday through Friday, occasional weekends, some flexibility of hours

Rate: Compensation with benefits package totalling \$53,858 with starting salary at \$48,000.

Additional benefits include 2 weeks PTO, paid sick leave, paid professional development, some meals plus vegetables and groceries as needed. For the right candidate we are offering a relocation stipend of up to \$3,500.

Supervision: Executive Director

Who We Are: FrontLine Farming (FLF) is a nonprofit food and farmer advocacy organization focusing on growing food, education, sovereignty and justice. We grow high quality, organic food which supports fair wages for our farmers and is distributed through CSA shares, sliding scale sales at farm stands and donations to a variety of non-profit partners. We're a farming organization and our work supports the farmers and growing work. The mission of FLF is to create greater equity across our food system on the Front Range of Colorado. We specifically seek to support and create greater leadership and access for women and people of color in our food systems. We achieve these goals through growing food, listening, educating, honoring land and ancestors, policy initiatives, and direct action.

Role: To plan, implement, and coordinate FrontLine programs that pertain to education, including Farm Immersion, seasonal Work Experience, Education series, and volunteers. This position is specifically responsible for maintaining the schedule for both the on-farm and off-site education, planning and implementing adult education programs and evaluation, ensuring all students and volunteers on the farm feel supported, and overall improving community knowledge about farming, food justice and food sovereignty. This successful candidate will advance the mission of FrontLine Farming and will communicate confidently and effectively about programs, services, goals and values and confidently communicate about programs, services, goals and values. This space and opportunity is geared toward Black, Indigenous, People of Color and womxn.

POSITION RESPONSIBILITIES

The following position responsibilities are essential functions of the position. Successful job applicants will be able to perform these essential functions with minimal supervision:

IMMERSION PROGRAM (20%)

- Lead recruitment and acceptance of participants, in collaboration with Farmer/Educators



- Ensure participants have clear expectations for the program, feel welcomed, and supported; including planning and leading the first day orientation and last day graduation, providing a handbook and materials, communicating weekly scheduling, and more.
- Document program implementation, including organizing and creating learning materials in collaboration with Head Farmer
- Implement complete evaluation and data collection as designed by Data Activist

WORK EXPERIENCE (20%)

- Coordinate recruitment and acceptance of participants, in collaboration with Farmer/Educators
- Handle logistics for all field trips and on-farm classes offered to workers
- Document program implementation, including record keeping of field trips, attendance, classes, and more.
- Implement complete evaluation and data collection as designed by Data Activist
- Plan and lead the year end celebration for program completion in October.

FARM AND HERBAL EDUCATION SERIES (20%)

- Manage calendar, logistics, and registration (via website) for Farm Education Class Series including teachers, topics, calendar, interpretation and virtual class equipment inventory.
- Attend each class and support the success of educators/teachers, including providing needed materials and equipment.
- Coordinate with Lead Herbalist for herbal classes and coordinate with Farm Director and Managers for farm classes.
- Data entry for class data and coordinate with Data Activist (Kasey) for follow up surveys for evaluation.
- Support existing education focus in larger context with outreach, networking and coordination with Executive Director

FARM TOURS, SCHOOL VISITS, VOLUNTEERS (30%)

- Manage schedule, logistics and registration for volunteer days, communicate with farm managers for successful events.
- Develop and maintain partnerships with local schools and organizations to provide off-site presentations about FrontLine Farming, and on-farm education, volunteer activities, and farm tours.
- Lead majority of farm tours and educational presentations.



- Data entry for all educational and volunteer events, including attendance, demographics and other metrics as needed for evaluation.
- Create childrens'-based education days on existing farm sites for 2023/2024 school year. Coordinate with the Youth Programming Coordinator curriculum to design a cohesive plan for those days.
- Plan and lead Children's Harvest celebration for season end in October.

FARM WORK (10%)

- Support in farm work during season March - October estimate 8 hours per week.
- Identify an area of farming to focus on and coordinate with Farm Director and Farm Managers.
- Attend other farm events as needed

SKILLS AND QUALIFICATIONS

- 2+ years experience in education-related field
- High-level organizational skills with ability to meet timelines
- Self-directed. High-level skills around implementation of strategy and task management
- Skilled at crafting powerful messages via impeccable written or spoken communications
- Love of meeting new people, building relationships, being in communication with stakeholders
- Demonstrated strong volunteer relations skills
- Desire to work for organization with shared decision making and collaborative approach
- Ability to work professionally and respectfully with people from diverse backgrounds and skills in a team environment
- A willingness to engage in continuous learning about anti-oppression, social justice issues, and trauma
- Work or lived experience with communities of color, indigenous peoples, LGBTQ and people experiencing homelessness is particularly valued
- Ability to work remotely and on-site at variety of locations across Denver-metro area
- Evenings and weekend availability for events
- Passion for food justice and knowledge of historical disparities in food systems

SALARY AND BENEFITS

The base salary range is \$48,000- \$50,000 depending on level of experience. We have an equitable salary structure that takes into consideration dedication to the work, skills and responsibilities as well as ensuring salaries are sustainable for the organizational budget.

Benefits:



- Paid health and dental insurance worth \$5,858 per year
- 2 weeks PTO vacation (accrued after 3 and 6 month anniversaries)
- Paid sick leave
- Remote working
- Work phone number separate from personal number
- Professional development encouraged
- Workers compensation coverage
- Food and groceries as needed
- Farm education classes and in-field training