

Green Mountain Farm-to-School Farm-to-School Program Manager

Location: Newport, Vermont

About Green Mountain Farm-to-School

Green Mountain Farm-to-School (GMFTS) is a nonprofit organization promoting the health of Vermont's children, farms, and communities by providing programs to connect schools and farms through food and education. Currently, GMFTS is serving approximately 25 school communities in the Northeast Kingdom of Vermont with school gardens, educational programming, and fresh local farm foods, benefiting over 5,000 students. For more information about GMFTS, please visit www.greenmountainfarmtoschool.org.

About the Position

Green Mountain Farm-to-School seeks a dynamic, mission-driven educator with strong communication and strategic organization skills to manage our farm to school program. The primary responsibilities of the Farm-to-School Program Manager will be to supervise a team of AmeriCorps members and develop, manage, and evaluate GMFTS' Farm-to-School program. The Farm-to-School Program Manager reports to the Executive Director.

Position Description

The Farm-to-School Program Manager will:

- Recruit, train, supervise and mentor annual team of AmeriCorps members
- Act as the main contact with AmeriCorps sponsor agency, assuring compliance with all reporting, trainings and other host site requirements as dictated by contract
- Oversee farm-to-school program implementation to ensure quality; including training, program delivery, and scheduling
- Support the farm to school team in the creation and development of curriculum, outlines, handouts, and visual aids for classes
- Purchase, distribute, and maintain program supplies and equipment
- Collect, analyze, and report data for program evaluation
- Collaborate with the Executive Director and staff on various projects
- Manage community partnerships including relationships with schools, school administration, volunteers, nonprofit partners, and other programmatic contacts
- Oversee relevant grant applications including deliverables and reporting
- Act as GMFTS representative for state-wide initiatives and collaborations, serving on committees and working groups as deemed appropriate
- Provide general operational and administrative support to organization, as necessary

Preferred Qualifications

- Bachelor's degree preferred in agriculture, nutrition, education or related fields (or equivalent experience)
- 3 years of relevant experience in a supervisory role
- Strong project management skills
- Experience teaching children in an experiential and hands-on setting
- Excellent verbal and written communication skills with exceptional attention to detail
- Strength in hiring, managing, and developing individuals and teams
- Familiarity with non-profit organizations as related to budgeting, mission and collaboration

Compensation: This is a full-time exempt position (40 hours/week, flexible schedule, hybrid work model) with salary range \$40,000 - \$45,000.00 commensurate with experience and a comprehensive benefits package including:

- 27 - 32 days of annual paid time off (5 additional days after three years of employment)

- Employer sponsored healthcare (80/20) or healthcare stipend (\$2500.00 annually)
- Simple IRA contribution with employer match up to 3% of salary
- Reimbursable work-related travel expenses (mileage rate of .51 per mile)
- 3 hours of paid wellness time per pay period
- Flex time, teambuilding, staff recognition/celebrations and professional development opportunities.
- Annual evaluation and raises based on performance and COLA rates.
- Annual healthy workplace survey
- Ability to work remotely some days after initial orientation and dependent on team management responsibilities

Equal Opportunity Employer

Green Mountain Farm to School is an equal opportunity employer that values diversity of experience and perspective to enrich our work. All qualified applicants will be considered without regard to race, color, religion, age, sex, gender identity, sexual orientation, ancestry, national origin, disability, genetic information, pregnancy or pregnancy-related condition, crime victim status, health coverage status, HIV status, military or veteran status, or any other protected classification, in accordance with applicable federal, state, and local laws.

To Apply: Submit a cover letter and resume to jobs@gmfts.org.