

Angelic Organics Learning Center

Job Description

Position: Program Manager (Chicago)

Supervisor: Program Director, Urban Initiative (Chicago)

Salary: We seek a 55% time staff person. Salary range is \$27,000 to \$32,000 full-time equivalent with limited benefits.

Status: Open until filled. Applications due by January 7, 2011.

Position Description: Our Urban Initiative works with clusters of community-based organizations to develop food systems and urban agriculture projects and enterprises in Chicago, IL. This position provides program management for the staff team of the Learning Center's Urban Initiative in Chicago. The position supports community partners as they plan, budget, implement and evaluate their neighborhood food system projects, and build capacities to sustain the projects. Experience with urban agriculture and food systems is essential.

Program background:

Our Urban Initiative in Chicago helps people build local food systems, increasing community capacity to grow, get, and eat healthy, local food in the city. We use a participatory community development approach with leadership teams from partner organizations. These teams make decisions, engage participants, plan and implement food system projects, and develop leadership from the surrounding community. Staff provide technical assistance and training, and mobilize a broad network to access diverse resources, information, and volunteers to assist partner projects.

Primary responsibilities include:

1. Provide program management leadership for the Learning Center's Urban Initiative Chicago (30%)

- Guide staff team to develop annual department plans and budgets.
- Manage staff team to meet annual objectives and budgets.
- Monitor and evaluate progress of the Urban Initiative.
- Write progress and grant reports.
- Respond to inquiries and provide program-related content for blog, e-news and webpage.
- Develop procedures and organizational systems.

2. Support community partners as they plan, budget, implement and evaluate their food system projects, and build capacities to sustain the projects. (25%)

- As part of the staff team, activities may include: coordinating community outreach, facilitating partner meetings, developing curriculum, leading hands-on agricultural training, facilitating training and technical assistance to build leadership capacities, and providing project evaluation and documentation.

Required Qualifications:

- Demonstrated experience in project, program, and/or organizational management
- Experience with and understanding of the social, political, and economic climate for urban agriculture in Chicago, IL.

- Experience, familiarity, and/or passion with urban agriculture and local food systems.
- Ability to work outdoors in all weather; comfortable with worms, bees, soil, sweat, and bugs.

Preferred qualifications:

- Skills and grounding in popular education, community organizing, and asset-based development.
- Ability to manage an urban farming site, and train others in topics such as: site selection, soil building, organic or Biodynamic growing techniques, harvesting, marketing, season extension, composting, beekeeping, food systems literacy, cooking and nutrition.
- Demonstrated experience with enterprise facilitation, small business development, and/or small business entrepreneurship.
- Oral and written literacy in English and other languages, especially Spanish.
- Excellent interpersonal and oral communication skills, plus strong skills in conflict resolution. Ability to consistently and effectively communicate in person, through email, and through written correspondence with diverse audiences, staff, and community members.
- Positive and productive team player.
- Reliable self-starter, with excellent ability to prioritize multiple responsibilities, follow-through, and meet deadlines.
- Highly organized, with excellent attention to detail.
- Ability to plan ahead, be prepared, and stay flexible.
- Experienced in cross-cultural environments, and with multiple age groups
- Internet literacy, and proficiency using Microsoft Word and Excel.
- Ability to work in the afternoon and evenings, including periodic weekends
- A commitment to the Learning Center's mission and programs, its relationship building approach, and its foundational partnership with Angelic Organics, a Biodynamic community-supported agriculture farm.
- Access to a vehicle preferred.

Physical Demands:

- Ability to spend 6 hours at a time on your feet outdoors in all weather, infrequently
- Ability to lift and carry heavy objects up to 50 lbs, infrequently

To Apply

Please familiarize yourself with our website at www.learnconnect.org. Then send your cover letter, resume, and contact information for three references by January 7, 2011 to jobs@learnconnect.org. Please put "Program Manager Chicago" in the subject line item of the email and submit all documents in a PDF format. No phone inquiries, please.