Out of School Time Program Coordinator

Full time, 40 hours/week
$20-24/hour, DOE
www.lasemillafoodcenter.org

TO APPLY: Please send letter of interest and resume to: hiring@lasemillafoodcenter.org
Deadline for applications: Priority application deadline is Tuesday, August 1st, 2023. Position will remain open until filled.

POSITION SUMMARY:

La Semilla Food Center is seeking an enthusiastic educator to guide the continued development and implementation of our GROW afterschool program and family engagement opportunities. Edible Education partners with NMSU STEM Outreach Center and 20 schools to offer our GROW afterschool program which engages elementary, middle and high school-aged youth in growing in school gardens, cooking healthy and delicious meals, and learning about the food, medicine, and art of the Chihuahuan Desert Ecosystem. The Out of School Time Coordinator will shape a program with rich learning opportunities centered in creating beautiful and joyful spaces that support a sense of belonging, the exchange of local foodways knowledge, and support La Semilla's food justice work across the Paso del Norte Region.

What you will be doing in this position:

Out of School Time Program Design, Coordination and Implementation (60%):

- Design curriculum for the GROW afterschool program, to include hands-on practice of growing in school gardens and cooking activities that are aligned with seasonal rhythms and incorporate local knowledge and traditions.
- Design and lead trainings for GROW program facilitators at the beginning of each semester. Help to lead knowledge exchanges with teachers and school communities to increase participation in school garden programming.
- Procure materials required for program activities. Create and oversee the implementation of a delivery schedule to support cooking and gardening activities that require fresh produce or live plant materials throughout the semester.
- Maintain consistent communication with schools, NMSU STEM Outreach Center Staff, and other school community stakeholders and program partners.
- Visit all partner sites throughout the school year to build and strengthen relationships, participate in programming, identify needs, and understand and highlight unique contexts of diverse school communities.
- Work with School Garden Program Staff to support school communication and community participation in the design and installation of new school gardens at 21st Century Schools.
- Communicate consistently with School Garden Program Staff about garden infrastructure status and use to support the beauty, safety, and comfort of school garden learning spaces.

Program Administration: (20%)

- Create and update budgets to reflect ongoing and developing program costs and explore funding opportunities to offer Out of School Time programming to other schools.
● Oversee financial documentation of program spending and quarterly invoicing.
● Document and communicate program impact through reporting and storytelling.
● Establish and maintain tax exempt status at stores for program purchasing.
● Update non-consumable material record keeping system, and support schools in maintaining inventories of program materials.

General program support and participation in La Semilla (20%)
● Attend La Semilla staff events, trainings and other learning opportunities.
● Participate in weekly Edible Education team meetings and check ins.
● Support Edible Education events such as school garden installations, school garden beautification days, teacher trainings and community outreach events.

Necessary qualifications:
● A combined 4+ years of experience in any of the following:
  ○ Designing and implementing lessons and activities with youth.
  ○ Gardening experience growing fruits, vegetables, flowers or herbs in the Chihuahuan Desert climate
  ○ Cooking with fruits and vegetables and creating or modifying recipes.
● Strong interpersonal skills and ability to create and maintain relationships with various school communities.
● Experience and interest in working with diverse populations, including children, youth, adults, and people of various economic, social, and political backgrounds.
● Ability to use initiative and independent judgment within established procedural guidelines.
● Self-directed with good organizational skills and attention to detail.
● Valid driver’s license and reliable transportation. Travel to visit schools across Paso Del Norte Region required.
● Ability to work some evenings and weekends.
● Ability to lift and carry 50 pounds.

Ideal candidate may also have experience in any of the following:
● Proficiency in Spanish strongly preferred.
● Local ecological knowledge and connection to plants and animals of the Chihuahuan Desert.
● Experience researching, adapting and assembling curriculum materials.
● Food safety experience.
● Personal foodways practices, art practices, graphic design.
● Experience in record keeping and records management.

Compensation: In addition to the hourly rate of $20-24 depending on experience, we offer a comprehensive benefits package, including employer paid health, dental, vision, and short-term disability; mileage reimbursement, generous leave policies including PTO, paid sabbatical, paid holidays and paid parental leave; opportunities for professional development and growth; Simple IRA employer match; and a vibrant and fun work environment.

We believe our organization is better and more innovative when our staff represents a diversity of perspectives and life experiences. People of color, people with disabilities, and LGBTQ candidates are strongly encouraged to apply. La Semilla is an equal opportunity employer and does not discriminate in its employment decisions.