



Program Associate

About the National Farm to School Network

The National Farm to School Network (NFSN) is an information, advocacy, and networking hub for communities working to bring local food sourcing, gardens, and food and agriculture education into schools and early care and education (ECE) settings. Farm to school creates opportunities for children and families to make informed food choices while strengthening the local economy and contributing to vibrant communities. NFSN provides vision, leadership, and support at the state and national levels to connect and expand the farm to school movement. Our network includes national staff, partners, an advisory board, and thousands of farm to school supporters. For more information, please visit www.farmtoschool.org. NFSN is a project of Tides Center, the nation's largest fiscal sponsor. Tides Center is a nonprofit organization based in San Francisco that works with individuals, groups, and funders to implement and accelerate positive social change in the nonprofit sector. For more information, please visit www.tides.org.

Summary of position

The Program Associate will implement NFSN's Seed Change in Native Communities project to scale up and institutionalize culturally significant farm to school programs throughout the entire school environment and ultimately improve the nutritional health and wellness of Native youth. The Program Associate will work at the local level to expand farm to school activities: Procurement of local and traditional foods, school gardens, and agriculture and nutrition education. NFSN's Seed Change program model is based upon honoring local leadership and autonomy through capacity building to support the community's vision and to ensure sustainable progress. The Program Associate will serve as a member of the NFSN Programs and Policy Team and will report directly to the Program Manager. Projected start date: October 2020. This is a part-time (20 hours per week), limited term position ending March 31, 2022.

Essential Duties and Responsibilities

Under the direction of the Program Manager, develop and implement community driven-work plans in three school communities and coordinate shared learning and alignment between partners. Activities include:

- Provide capacity building grants to school sites, identify opportunities for strategic partnership to expand and coordinate efforts in multiple school sites and provide fundraising support for these efforts.
- Work with school partners to develop project work plans rooted in community assets and culture, including community based asset mapping and establishing community-led and culturally appropriate metrics.
- Work with evaluator to develop evaluation protocol for the project, ensure that data is collected from school sites and a complete a final project evaluation report and analysis.
- Support partners in planning youth-led farm to school training events at each school site. Implement a cultural exchange program between sites: Support travel coordination, facilitate relationship building, and co-host events.
- With the assistance of NFSN communications staff, implement a Native youth digital storytelling project to share reflection on experiential learning and cultural exchange with home communities and across Indian Country.
- Facilitate peer learning, mentorship and networking by coordinating quarterly calls for project partners.
- Provide technical assistance through quarterly one-on-one project management calls, face-to-face trainings, and webinars.
- Monitor progress toward project goals and deliverables, and ensure alignment with project timeline.



- Lead creation and submission of all required grant reporting.
- Serve as liaison between project, NFSN staff and partners, USDA Office of Community Food Systems and other national organizations for sharing of resources and information relevant for farm to school in Native Communities.

Other Duties and Responsibilities

- Prepare for and participate in NFSN Programs and Policy Team meetings, staff meetings and organizational events, as needed.
- Attend relevant conferences and events, on behalf of NFSN, as needed.
- Complete monthly reporting forms (e.g., NFSN monthly evaluation survey, project related evaluation reporting).
- Provide expertise and assistance to network partners, as needed.

Education and/or Experience

- Bachelors degree in nutrition, food systems, agriculture, Native American studies or related field, or three years equivalent work experience
- Experience with farm to school implementation, and engagement with Native communities, tribal cultures and structures preferred

Knowledge, Skills, and Abilities

- Familiarity with Native communities, including Native school systems and unique opportunities in and challenges for Native communities
- Content knowledge in racial and social equity principles and capacity to apply and advance equity in farm to school
- Ability to operate in a remote work environment, including proficiency with web-based communications channels
- Self-motivated, demonstrating leadership skills
- Sound judgment and critical thinking
- Collaborative nature, developing good working relationships with all staff, partners and contractors
- Ability to operate in a fast paced environment, handling multiple tasks
- Exceptional trouble-shooting and problem-solving skills, ability to resolve issues proactively and creatively
- Excellent time management and organizational skills
- Strong oral and written communication skills
- Passion and interest in NFSN's mission and activities

Organizational Relationships

- The Program Associate will be a member of the Programs Team and report directly to Program Manager.

Compensation and Benefits

This is nonexempt, part-time (20 hours/week) position with a limited term ending 3/31/22. The Program Associate is a sponsored funded position with the possibility of continuation pending additional grant funding. Hourly pay is \$26.44 and is based on a full time



annual equivalent of \$55,000. Part-time positions are eligible for health benefits and NFSN/Tides Center offers a comprehensive benefits package.

Physical Demands

This position requires approximately 4 hours per day either sitting at a desk (responding to emails, developing materials or being on the phone) or attending meetings outside of the office. This position requires some travel to program site visits, conferences and events to represent NFSN, and to attend organizational meetings.

Work Environment

This is a remote position, and applicants may be located anywhere with reasonable access to transportation in the United States. This position will likely be working from a remote office / home office set up. While performing the responsibilities of the job, these work environment characteristics are representative of the environment the employee will encounter: a basic office environment, visits to schools or farms, conference centers or hotels where events are being held.

To Apply

To apply for this position, submit a cover letter, resume and three professional references to jobs@farmtoschool.org. Please include "Program Associate" in the email subject line. This position will remain open until filled.

National Farm to School Network, a project of Tides Center, is an "at-will" and equal opportunity employer. Applicants and employees shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, mental or physical disability, sexual orientation, gender (including pregnancy and gender expression) identity, color, marital status, veteran status, medical condition, or any other classification protected by federal, state, or local law or ordinance.

Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application.