Program Fellow

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, Core Partners and Supporting 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.

Position Description
The Program Fellow will support multiple aspects of NFSN’s programmatic initiatives aimed at equitably advancing the farm to school movement, with a focus on farm to early care and education (ECE) settings.

Essential Duties and Responsibilities
• Under direction of the Senior Program Manager, develop network capacity to equitably advance farm to school, with a focus on ECE settings
  o Integrate farm to ECE programming into NFSN priority areas such as national event campaigns and National Farm to School Month
  o Identify and contribute farm to ECE resources to the NFSN resource database and share through NFSN Farm to ECE listserv
  o Track, promote, and support opportunities for networking with farm to ECE partners and stakeholders
• Support development and revision of key farm to school and ECE informational resources. Process may include:
  o Identifying relevant resources, research, case studies, and/or examples,
  o Drafting content, and
  o Supporting timely resource review, revision, and design in collaboration with supervisor.
• Support virtual meetings/convenings of farm to school and farm to ECE working groups and committees.
  o Manage group invitation lists and call coordination,
  o Coordinate follow up on tasks identified on calls, and
  o Support execution of group projects, e.g., coalition of research, drafting blogs.
• Provide general support to NFSN programmatic initiatives. Additional tasks may include, but are not limited to:
  o Assisting Senior Program Manager in providing technical assistance to practitioners
GROWING STRONGER TOGETHER

- Assist with execution of farm to school evaluation projects
- Supporting agenda development and execution for programmatic trainings and events
- Developing language and content to promote programmatic initiatives through NFSN communication channels
  - Prioritize racial and social equity as a key tenet in farm to school and ECE.
  - Integrate diversity, inclusion, equity, access and belonging principles into communication development and resource creation using the NFSN Programs and Policy Equity Assessment Tool

Other Duties and Responsibilities
- Participate in NFSN staff meetings via phone or video conference as requested
- Complete the organizational monthly monitoring survey to report and track activities
- Travel as needed for the National Farm to Cafeteria Conference and other duties of the position

Education and/or Experience
- Currently enrolled in undergraduate/graduate program or college degree in child nutrition, early education, public health or other farm to school/ECE related field, or three/five years equivalent work experience
- Excellent performance history in prior positions

Knowledge, Skills and Abilities
- Knowledge of early care and education systems and early childhood health, nutrition, and education principles
- Passion and interest in NFSN’s mission and activities, including advancing equity through farm to school
- Collaborative nature, skilled at developing good working relationships with organizational colleagues, 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 verbal and written communication skills
- Experience with Microsoft Office applications including Word, Excel and PowerPoint
- Familiarity with Google Drive and related applications
- Ensures completeness, accuracy and timeliness in all work
- Ability to work independently in a remote work environment under virtual supervision

Organizational Relationships
Reports directly to the Senior Program Manager and works closely with NFSN staff and partners

Compensation and Benefits
This is a non-exempt, temporary position working approximately 10 hours per week. Hourly rate of pay is $15.00 and this position is not eligible for benefits.
Physical Demands
This position requires 1-5 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 minimal travel to meet with grant project staff or partners, or to represent NFSN at conferences, events or 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 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 funders, schools or farms, and conference centers or hotels where events are being held. Applicant must have access to a computer and reliable internet.

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. Applicants from groups most impacted by systemic inequities, including people of color, are strongly encouraged to apply.

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.