

Green Mountain Farm-To-School Program Associate

Green Mountain Farm-To-School

Green Mountain Farm-to-School (GMFTS) is a non-profit organization working to restore and strengthen local food systems in Vermont by promoting positive economic and educational relationships between schools, farms and communities. We do this by connecting schools, farms, and communities through food and education with a focus on year-round programming and on-going coordination services.

Position Description

The primary responsibilities of the Program Associate will be to assist with the development, management, growth, and evaluation of Green Mountain Farm-to-School programs, to provide general administrative support across the organization, and to assist the Executive Director.

This is a full-time position starting in August 2008.

Responsibilities:

The Program Associate will:

- Assist with the development, management, growth, and evaluation Green Mountain Farm-to-School programs:
 - Designing and producing program materials
 - Developing and maintaining partnerships with Vermont schools
 - Managing the scheduling and teaching of workshops and events in Member Schools
 - Collecting, analyzing, and reporting data for program evaluation
 - Attending GMFTS workshops, presentations, and events in Member Schools
 - Recruiting, training, and supervising volunteers
- Provide general administrative support by:
 - Copying, filing, and faxing GMFTS materials
 - Maintaining and updating GMFTS database files
 - Maintaining the GMFTS website
 - Purchasing GMFTS office supplies and equipment
 - Assisting with tracking and reporting of finances
- Assist with raising funds for GMFTS programs by:
 - Researching potential funders
 - Preparing fundraising materials, including grant proposals and individual appeal materials
 - Assisting in preparing for GMFTS fundraising events
 - Managing GMFTS donor database and correspondence
- Assist the GMFTS Executive Director

Qualifications:

- A Bachelors degree
- Excellent public speaking, writing, and editing skills
- Excellent organizational skills
- Strong interpersonal skills
- Ability to work in a fast-paced, rapidly growing non-profit environment

To Apply:

Please submit a resume, cover letter, and a writing sample (non-fiction, 3 pages or less) to ksims@gmfts.org. The deadline for applications is July 15, 2008. For more information about Green Mountain Farm-To-School, please visit: www.greenmountainfarmtoschool.org

Green Mountain Farm-To-School AmeriCorps Position, Education Coordinator

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Position Description

The primary responsibilities of the Education Coordinator will be to develop, grow, present, and evaluate GMFTS educational programs including the SPROUTS and Farm-to-School Network programs. SPROUTS is a hands-on school and community garden program that provides agriculture and nutrition education for Vermont schools. The Farm-to-School Network provides Vermont schools with fresh food for cafeterias, support for local farms, educational programs for students, and activities for building communities.

This is a full-time AmeriCorps position starting in September 2008.

Responsibilities:

The Education Coordinator will:

- Develop, grow, present, and evaluate the SPROUTS program at five school sites by:
 - Leading weekly 2-hour after-school program at five sites
 - Leading summer program for students and community members
 - Planning, developing, and maintaining SPROUTS program educational materials
 - Planning, purchasing, distributing, and maintaining program supplies and equipment
 - Collecting, analyzing, and reporting data for program evaluation
 - Writing the annual program report
 - Working with volunteers
- Develop, grow, present, and evaluate Farm-to-School Network educational workshops for students at Member School sites by:
 - Developing and revising workshop curriculum
 - Leading in-class nutrition and agriculture workshops for students
 - Collecting, analyzing, and reporting data for program evaluation
 - Designing outreach and publicity materials
- Provide general administrative support to programs, as necessary

Qualifications:

- A Bachelors degree
- Strong interest in working with children, teaching experience preferred
- Excellent public speaking, and writing skills
- Excellent organizational skills
- Strong interpersonal skills
- Ability to work in a fast-paced, rapidly growing non-profit environment

To Apply:

Please submit a resume, cover letter, and a writing sample (non-fiction, 3 pages or less) to ksims@gmfts.org. The deadline for applications is July 15, 2008. For more information about Green Mountain Farm-To-School, please visit: www.greenmountainfarmtoschool.org