



**Program Manager
Edible Schoolyard NYC**

JOB DESCRIPTION

Full-time/Exempt Salary:
\$60,000-\$63,000

ABOUT THE ORGANIZATION:

Edible Schoolyard NYC (ESYNYC) is on a mission to make edible education accessible for every child in New York City. We believe edible education—where kids experience hands-on cooking and gardening—helps kids gain the skills to contribute to a healthy and sustainable food system for us all. Edible education helps students build healthy relationships with food, their community, and their environment. Together with public school communities across the city, we're building spaces for kids to flourish.

We partner with school communities to:

- Lead hands-on programs where children and families can explore cooking and gardening
- Support schools and educators so they can incorporate food education into their classrooms
- Advocate for policies that create long-term, sustainable changes in New York City.

ABOUT THE POSITION:

The Program Manager (PM) is Edible Schoolyard NYC's primary point person, overseeing programming at three school sites across New York City & Brooklyn. We are looking for candidates with great interpersonal skills who have interest and/or experience in a supervisory capacity in community organizing, food systems, education, and/or social justice. The position reports to Edible Schoolyard NYC's Director of School Programs. This is a unionized position with CWA 1180.

RESPONSIBILITIES INCLUDE:

Responsibilities include but are not limited to:

Program Support

- Manage all aspects of kitchen and garden program operations at three schools, including supporting class scheduling, maintaining the program calendar, budget, supply ordering, and overseeing maintenance of ESYNYC facilities and equipment.
- Provide guidance to the onsite ESYNYC teaching staff, Department of Education teachers, and administration to develop a shared vision of kitchen and garden programming at the school.
- Supervise ESYNYC teaching staff jointly with the Director of School Programs and Director of Education and Quality, including regular check-ins, goal-setting, observations, and performance reviews.
- Mentor ESYNYC teachers, teaching or co-teaching when possible and when needed; helping them create, modify, and implement lessons; supporting them to



- Create kitchen and garden classroom lessons, procedures, and routines; and training them in basic gardening and culinary skills.
- Work with the Director of Education and Quality to provide logistical support and coordination for professional development programs hosted by ESYNYC and to teach occasional professional development workshops.
- Oversee hygiene and safety of all teaching spaces, including proper food handling and storage.
- Support the organization's external communication by taking photos of programming and contributing written content to the ESYNYC website newsletters.
- Oversee data collection and enter program tracking evaluation data.

Community Outreach

- Establish and maintain effective communication & relationships with ESYNYC staff and volunteers, parents, teachers, administrative staff, and the extended community.
- Work with the Director of School Programs to manage, develop, and oversee logistics for a robust community outreach and extracurricular program, including, but not limited to: family cooking classes, family garden days, open garden hours, after-school clubs and classes, farm stands and food distribution efforts and cafeteria interventions.
- Stay informed of school events and activities. Be an active presence in the school community and attend all-staff, PTA, and School Leadership Team meetings as appropriate.
- Participate in ESYNYC development events, community outreach efforts, and conferences, including occasional evenings and weekends.
- Support and develop relationships with other community-based organizations (CBOs) in the neighborhood and school as appropriate to support ESYNYC's partnership with the school

Operations, Facilities, and Garden Management

- Work with ESYNYC's Garden Management team to support teachers, students, and the greater school community in the planning, construction, planting, cultivation, fertility, and overall maintenance of the garden.
- Work with the Director of Horticulture and Operations to oversee the maintenance of Edible Schoolyard NYC facilities and equipment.
- Coordinate office services, supplies, repairs, and requests as needed.

Organizational Development Support

- Along with all ESYNYC staff, participate in organization-wide activities such as staff meetings, internal committee work, development, and evaluation support.
- Track and communicate all in-kind donations to ESYNYC's External Affairs team.
- Manage corporate workdays in coordination with the school, the External Affairs Team, the Garden Management Team, and the site program staff.
- Support the External Affairs Team on grant proposals, occasionally taking the lead on drafting, submitting, and reporting on grants.
- Coordinate and welcome visitors to the schools, and be prepared to speak about the program and manage class observations.



Volunteer Program Support

- Develop and implement site-based volunteer programs ensuring an engaging and rewarding experience for volunteers.
- Conduct outreach and recruitment for volunteers, with an emphasis on community participation in the volunteer program.
- Develop and implement policies and procedures and documentation for volunteers including intake process, fingerprinting and background checks, orientation, training & tracking.

DESIRED QUALIFICATIONS:

Include, but are not limited to:

- Experience building collaborative partnerships with diverse groups and in a variety of settings.
- 2-5 years experience in teaching, community outreach and/or program management.
- At least one year of supervisory experience is preferred.
- Gardening experience preferred.
- Culinary experience preferred, including teaching cooking classes.
- Excellent management and time management skills.
- Strong belief in ESYNYC's mission and social impact.
- Strong people skills including a creative, collegial, and collaborative work style and the ability to work individually and as part of a team with diverse groups of people.
- Organized, upbeat, and flexible self-starter.
- Ability to think critically and to effectively deal with unique problems as they arise.
- Communicate ideas and information effectively, both orally and in writing.
- Basic Spanish conversation skills preferred.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS:

- Vaccination for COVID-19 required
- Ability to work with frequent interruption and simultaneously supervise a variety of tasks.
- Some evening and weekend work is required.
- Ability to stand, reach, and bend. Mobility of arms to reach, dexterity of hands to grasp and manipulate large and small objects.
- Ability to stand for long periods.
- Ability to lift, push and/or pull objects, which may be approximately 50 pounds.
- Willingness to smell, taste and eat with students in a kitchen classroom setting or family engagement event (if conditions allow).
- Willingness to work outdoors under all weather conditions.
- Ability to travel between sites.

COMPENSATION/HOURS:

The salary range for this role is \$60,000-\$63,000 annually. This is a full-time, exempt position. Benefits are provided, including sick/personal and vacation time.

TO APPLY:

To apply, please send a resume and cover letter to jobs@esynyc.org with your name and Program



Manager in the subject line. All applicants must submit a resume and cover letter to be considered for this position.

Edible Schoolyard NYC is committed to a diverse workplace. People of color, racial and ethnic minorities, women, people with disabilities, veterans, and LGBTQ+ candidates are strongly encouraged to apply. Edible Schoolyard is an equal opportunity employer committed to a policy of equal treatment and opportunity in every aspect of its recruitment and hiring process without regard to age, race, ethnicity, color, national origin, religion, disability, veteran status, gender, and/or gender identity or expression, sexual orientation, unemployment status, or any other legally protected basis. Edible Schoolyard NYC provides reasonable accommodation to applicants and employees as required by law. Applicants with disabilities may request reasonable accommodation at any point in the employment process.