EDIBLE
SCHOOLYARD
NYC

PROGRAM MANAGER, PS/MS 007
POSITION DESCRIPTION
November 2026

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. We believe in a future where all children are empowered to make healthy choices for themselves, their communities, and their environments. Together with public school communities across the city, we're building spaces for kids to flourish.

During the 2025–26 school year, we reached over 4,000 students across 32 public schools in Manhattan, Brooklyn, the Bronx, Queens, and Staten Island through our core school model, mobile education programming, garden builds and technical assistance, family and community engagement, and professional development workshops.

Established in 2010, Edible Schoolyard NYC is a nonprofit organization committed to bringing Alice Waters' vision to New York City public schools. As the first official "Founding Edible Schoolyard" in the Northeast, Edible Schoolyard NYC has created a curriculum and a vision to fit the unique needs of New York City public school children and communities. Now in our 16th year, Edible Schoolyard NYC has grown to a $3 million organization and is poised for continued innovation and growth in its program model.

As an organization, the **Values** we live by include:

Community: We believe the greatest impact can only be realized by centering the community in our work.

Equity: We commit to cultivating and advancing a culture of diversity, inclusion, and belonging as we strive for equitable opportunities for all.

Stewardship: We know it is our duty to respect and care for all around us: our environment, our community, and ourselves.

Adaptability: We listen, learn, and act in response to the ever-changing needs of those around us.

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ABOUT THE POSITION

The ESYNYC Program Manager (PM) works onsite Monday - Friday from 8 am - 4 pm at PS/MS 007 in East Harlem, with the core responsibility of teaching fun, hands-on cooking and gardening lessons to students in grades 3K-8 alongside their ESYNYC Co-Program Manager. PMs plan and execute daily classes (up to 20 classes/week), maintain their classroom and garden spaces, and help to foster a love of learning and exploration among students. PMs also deliver lessons at mobile education sites throughout NYC, facilitate professional development workshops for educators, and run schoolwide extracurricular and family engagement opportunities (e.g. family cooking nights, after school garden clubs etc.). PMs are also responsible for managing all administrative tasks to ensure the effective functioning of their Core School site. PMs serve as the main ESYNYC liaisons at Core Schools. In collaboration with the Director of School Programs, PMs are expected to manage relationships and communicate with school staff (e.g. teachers, Principal, Parent Coordinator, etc.) to maintain effective program operations.

This position is ideal for someone who is passionate about teaching and about supporting NYC public school children and their communities, and who has an interest in education, health and nutrition, cooking, or gardening.

The PM reports to the Director of School Programs, with functional guidance from the Director of Education and Quality and the Director of Horticulture and Operations.

POSITION DESCRIPTION

TEACHING (60%)

- Collaborate with Co-Program Manager to plan, prepare, and teach engaging, hands-on garden and kitchen classes for NYC public elementary and middle school students, sharing responsibility for instructional planning, classroom management, and creating a positive learning environment.
- Create a strong classroom culture centered around consistent routines, positive reinforcement, and respect for one another and our educational space
- Maintain functional, safe, and welcoming classroom and teaching spaces, including ordering, proper handling, and storing of equipment and ingredients, following ESYNYC's food safety and allergy protocols, and completing required food safety training.
- Train, guide, and support the site's interns and volunteers.
- Teach and participate in Professional Development training in collaboration with the Director of Education & Quality to help other educators learn how to bring edible education to their own school sites.
- Teach mobile education classes at schools throughout NYC.

PROGRAM ADMINISTRATION (20%)

- Serve as the primary ESYNYC liaison and point of contact with the Core School administration and staff.
    - Work with school staff and the Director of School Programs to create a weekly teaching schedule and regular calendar of program events such as family cooking classes, family garden days, after school clubs, cafeteria distributions, etc.
    - Attend relevant school meetings and events as needed, including faculty meetings, PTA and SLT meetings and grade level or department team meetings
- Communicate regularly with families about the program, including upcoming lessons and events, ingredients and allergens, and media releases, through newsletters, messaging platforms, and flyers.
- Support and develop relationships with other community based organizations (CBOs) in the school and neighborhood as appropriate to support ESYNYC's partnership with the school.
- Accurately track program information in online databases on a weekly basis.
- Support program evaluation initiatives by administering student, parent, and staff surveys when relevant.

SCHOOL GARDEN SUPPORT (15%)

- Work with the Director of Horticulture and Operations, Garden Manager, Seasonal Gardener, and Co-Program Manager to support students and the greater school community in the planning, construction, planting, cultivation, and overall maintenance of the garden.
- Ensure the garden is maintained year-round to support classes, food production for the kitchen, school community, and special events. Monitor and care for the garden consistently to support its ongoing health and usability.
- Ensure that the garden is properly prepped for classes, and properly cleaned up after classes, including storing all garden tools and equipment properly.
- Maintain facilities and equipment in good working order, including: tool shed, greenhouse, irrigation system, and tools.
- Support year-round propagation, soil fertility, composting, harvesting, crop rotation, pruning, irrigation, and pest and disease management.
- Support all garden events and activities, including family and community programs, food distribution events, and Corporate Workdays.
- Maintain accurate records of garden activity, including ensuring that all harvested produce is properly weighed and logged for program tracking and reporting purposes.

GENERAL RESPONSIBILITIES (5%)

- Be an active and engaged collaborator in Edible Schoolyard NYC's work, participating in events and supporting organizational goals and priorities.
- Participate in ESYNYC staff meetings, professional development opportunities, and contribute ideas to strengthen program delivery.
- Execute all responsibilities with an anti-racist/anti-oppression lens, that centers student voices and culturally responsive teaching practices.

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QUALIFICATIONS:

- Passion for Edible Schoolyard NYC's mission and a commitment to providing engaging, equitable educational experiences for NYC public school students.
- 3-5 years of experience teaching or facilitating educational programming for children and youth, preferably in public schools, nonprofit organizations, or community-based settings.
- Demonstrated ability to engage students across a range of ages, developmental stages, learning styles, and abilities through hands-on, experiential learning.
- Ability to work collaboratively with a teaching partner, including shared planning, open communication, constructive feedback, and collaborative problem-solving.
- Commitment to culturally responsive, anti-racist, and inclusive practices that affirm students' and communities' diverse identities, backgrounds, and lived experiences.
- A proactive problem solver who demonstrates flexibility, sound judgment, and adaptability in dynamic school environments.
- Strong interpersonal and communication skills, with the ability to build and maintain positive relationships with students, families, educators, school administrators, and community partners.
- Excellent organizational and time management skills, with the ability to balance teaching responsibilities, administrative tasks, and competing priorities.
- Demonstrated interest or experience in gardening, cooking, or food education with a willingness to actively develop knowledge and skills in both garden and kitchen settings. Prior experience preferred.
- Ability to converse in Spanish strongly preferred, but not required.

You don't need to meet every qualification to be considered! If you're excited about this role and believe you could succeed in it, we encourage you to apply.

WORK ENVIRONMENT:

- This is a full-time (40 hour/week) position exempt from overtime.
- This position will work primarily out of PS/MS 007 in East Harlem and will at times need to travel within NYC to support our mobile education program at other public schools.
- This position also requires regular attendance at in-person events and meetings, including some in the evenings and on weekends.
    - ESYNYC has a flex time and comp time policy.
- This role involves physical activity, including standing for extended periods, working outdoors in various weather conditions, and occasionally lifting objects up to 50 pounds.
- This is a unionized position with CWA 1180.

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COMPENSATION:
$60,000 annually and paid semi-monthly.

Highly competitive benefits package:

- 100% health and dental insurance coverage; able to purchase vision insurance.
    - Benefits are available on the next 1st of the month after your first 30 days of employment.
- 403(b) retirement plan with up to 3% employer match.
- Pre-tax Transit Program.
- Pre-tax Flexible Spending Account (FSA) Plan.
- Life and AD&D insurance.
- 4 weeks paid vacation, with some time restrictions based on NYC school breaks
- 8 sick days and 3 personal days annually.
- ESYNYC is closed for all federal holidays, the Wednesday-Friday of Thanksgiving Week, the day before the 4th of July Holiday, the Friday before the Labor Day Holiday, and between Christmas Eve and New Year's Day annually.
- Summer Fridays between July 4th and Labor Day with office closure at 2 pm.
- $200 Phone, $150 professional development, and $250 stipends for remote or in-office work offered annually.
- Flex and Comp Time Policies offered

TO APPLY:
To apply, please send a resume and cover letter addressed to Dan Feder, Director of School Programs, 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. In your cover letter, we'd love to hear why you're excited about joining the Edible Schoolyard NYC Program team and how your skills make you a great fit for this position.

We will review applications on a rolling basis until the position is filled. Please note that we are unable to accept phone calls regarding this position.

Edible Schoolyard NYC provides equal employment opportunities (EEO) to all employees and applicants without regard to race, color, ethnicity, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status or any other protected characteristic as established by applicable law. We seek to build a diverse staff representative of the communities we serve. All qualified applicants are strongly encouraged to apply.