



Program Manager Job Description

The Hudson Valley Farm Hub is seeking a Program Manager to assist in the development and implementation of programs to promote healthy food access, celebration of diverse food cultures and traditions, and creation of economic opportunity in the food system. This is a newly created position that will intersect with the Farm Hub's other programs, including training beginning farmers, hosting organic agricultural research trials, advancing language justice, fostering farm-based learning, and farmscape ecology.

The Program Manager will work collaboratively as part of a cross-departmental team to develop new program activities to advance food justice and food sovereignty in communities around the Farm Hub. The position reports to the Associate Director for Programs.

Key responsibilities will include:

- Participate in the creation of new programs through research into best practices and models; community engagement; and collaboration with coworkers, partners, and community members
- Stay apprised of developments in the field of food systems and food security to inform program development and ongoing improvement
- Identify potential sites, venues, and related programming for healthy food access in the local community and implement them in partnership with Farm Hub staff and partners
- Create and lead culturally-relevant curriculum, workshops, and other educational activities on program-related topics
- Cultivate partnerships with other organizations working in the local food system and community
- Write ongoing and year-end reports on program operations and performance
- Monitor program-related budgets and participate in annual work planning and budgeting
- Support Farm Hub site planning with the management team
- Plan and coordinate meetings, convenings, and educational events
- Assist in the development of written materials for external communications
- Attend meetings and events to represent the Farm Hub

Qualifications:

The Program Manager will have some or all of the following qualifications.

- A minimum of five years of experience in developing and managing programs related to food security, farm-to-school/institution, economic justice, food justice, or value chain development
- Knowledge of the emergency feeding system, farm-to-institution, food hubs, and related local, state, or national government policies and programs
- Commitment to the Farm Hub's mission of equity and ecological resilience
- Graduate degree in community development, public policy, economics, urban planning, urban design, social entrepreneurship or a similar field
- Experience in planning and facilitating content-driven events, trainings, convenings, and meetings
- Capacity to work both proactively and autonomously and as part of a team
- Excellent written and verbal communication skills
- Ability to contribute to a work environment of mutual respect, team building, and collaboration
- Ability to synthesize information and draft cogent summaries and recommendations
- Adept in data gathering and analysis, literature review, landscape analysis, and other research approaches
- Experience working in low-income communities
- Spanish language, conversational proficiency
- Proficient in MS Office suite

The Hudson Valley Farm Hub is a 1,500-acre vegetable and grain farm in Hurley, New York dedicated to a resilient local food system.

As an Equal Opportunity Employer, the Hudson Valley Farm Hub is committed to creating an inclusive workplace that respects and values diversity of cultural, ethnic, and experiential backgrounds. We welcome applicants of all races, ethnicities, national origins, genders, sexual orientations, and differently-abled people.

Please email a resume, cover letter, and a short writing sample to info@hvfarmhub.org by February 15, 2019.

1875 HURLEY MOUNTAIN RD / P.O. BOX 237 / HURLEY, NY 12443 / 845-331-1187