



## **ASSISTANT PROGRAM MANAGER JOB DESCRIPTION**

**Job Title:** Assistant Program Manager

**Employment Dates:** March - December 31, 2023 renewable

**Days and Hours:** The Assistant Program Manager works an average of twenty (20) hours per week with flexible scheduling based on the needs of the programs. The time demand may be heavier in the summer and lighter in the winter. The Assistant Program Manager receives 2 weeks of paid personal/sick/floating holidays off per year.

**Salary and Benefits:** \$24/hour. Health Reimbursement Account of \$200/month. Paid vacations, holidays and sick time.

**Employment Provisions:** For additional terms of employment, please see the [staff manual](#).

### **About Global Village Farm:**

Global Village is an international initiative building centers for education, training and movement building. We are part of creating a new sustainable economy and cooperative living spaces with low income immigrant communities of color and other colonized and marginalized people.

We currently have one center in Massachusetts Praying Indians and Nipmuc territory (Grafton/Upton line, MA) where we have a classroom, cabin, vegetable farm and small orchard. Our main programs revolve around

supporting BIPOC farmers and food entrepreneurs, worker co-ops and providing holistic healing opportunities for our members. Most of our funding comes from collaborative USDA grants through our partner and fiscal sponsor, the Pocasset Pokanoket Land Trust.

### **DUTIES**

The Assistant Program Manager will play an integral role in administration, coordination, and communications for Global Village's programs. Approximately  $\frac{2}{3}$  to  $\frac{3}{4}$  of the position responsibilities will consist of administrative tasks, with the remainder being "hands-on" facilitation and support for events. The Assistant Program Manager must live or relocate locally to the farm. Remote/work-from-home option is available for administrative portions of the work.



## **PROGRAM & EVENT COORDINATION**

1. **Program Outreach and Coordination:** Support Program Director with multiple aspects of farmer mentorship program, weeklong immersion programs and full-day skillshares, including email communications, coordination with contracted facilitators, procurement, materials preparation, physical space prep/cleanup, evaluation, and facilitation.
2. **On-Farm Program Facilitation:** Host and facilitate group visits for 1-day food justice trainings as well as community organizations interested in learning more about farming and food sovereignty. Independently or in support of the Program Director, coordinate multiple aspects of these on-farm visits including recruitment, design of the day, set up/cleanup, collaborative meal, and facilitation.
3. **Event Support:** Collaborate with the Program Directors and Administrative Program Manager to support event registration, merchandise sales, set up/break down, cleanup, and photography. According to the needs of the Program Director and Administrative Program Manager, give tours/info sessions, “table,” and coordinate other event logistics for on-farm and local events. Participate in relationship building events with PPLT (Pocasset Pokanoket Land Trust), NOFA Mass, NESAWG, etc. in coordination with the Administrative Program Manager and Partnerships and Program Directors. Participate in volunteer facilitation and hosting for a minimum of 7 monthly community farm days each year with Tuck Away Farm, where 30-100 community members attend to share in the farm work, enjoy a potluck, and participate in a tour. Support the Program Director and Administrative Program Manager as needed with multiple aspects of the Summer and Winter membership meetings weekend and 2-day and other programs, including alumni reunion, including promotion, registration, vendor recruitment, volunteer management, and safety.
4. **Procurement:** Order merchandise, print and copy, grocery shopping for programs and events, program and office supply and merchandise inventory. Support with book shipments.
5. **Tracking and Reporting:** Track event attendance, media appearances, public speaking, and participant feedback in relevant spreadsheets. Support the preparation of program reports.

## **ORGANIZATIONAL COMMUNICATIONS**

1. **Donor Gratitude:** Send and track thank you and tax exempt letters to donors in collaboration with the Administrative Program Manager and volunteers, ensuring that all contributors receive timely acknowledgement.
2. **Social Media & Newsletter:** Alone or in collaboration with Global Village's social media coordinator, arrange for minimum 5x week posts across all social media platforms for @GlobalVillagefarms and as well as monthly blog posts to “Village Notes.” Write the end of season newsletter included in Global Village’s winter mailing to community members, volunteers, and supporters.



3. **Website Management:** Update [www.GlobalVillageFarms.org](http://www.GlobalVillageFarms.org) with program listings, job postings, media, and resources. Coordinate a website redesign early in 2023.
4. **Front Office:** Respond to emails, phone calls, and social media messaging in accordance with the Administrative Program Manager's needs.
5. **Annual Report:** Design and write Global Village's annual report with descriptions of programs, strategic goals, financial details, and accomplishments for the year. Coordinate distribution of the report to funders and supporters.
6. **Volunteer Management:** Recruit, select, and manage volunteers for on-farm programs and remote administrative tasks.
7. **General Support:** Respond to requests of members of the Global Village team for support with other administrative and program tasks.

### **General**

- All staff participate in weekly team meetings, an annual retreat, and monthly Real Talk.

### **Skills & Qualifications**

- Outstanding written and verbal communication skills
- Excellent initiative and follow-through. We have a “no dropped balls” expectation for all work responsibilities.
- At least 2 years of experience with group facilitation, event support, administrative, and program coordination tasks. This is an upper-level, rather than an entry-level, position.
- Able to work independently and stay on task while working remotely, developing and tracking own task list while also checking in as needed with the team to define highest priorities
- Efficient and fast work pace
- Technology fluency - proficiency with Wordpress websites, spreadsheets, databases, data analysis, and Google suite, especially Drive, Docs, Calendar, Forms, and Sheets. Willing to seek out and self-teach technological details outside of own experience if needed.
- High attention to detail
- Emotional maturity
- Able to work collaboratively with a people from diverse backgrounds in terms of race, ethnicity, gender, including trans\* and nonbinary, sexual orientation, class, and religion
- Experience living and working in communities of color, including fluency in Black, Indigenous, and/or Latinx cultural reference points.
- Life experience living and working in low income/low financial wealth communities preferred.
- Applicants who are already familiar with the farming & food justice landscape are preferred. Black farmers and food justice leaders are especially encouraged to apply.



**To apply, email cover letter and resume to [info@globalvillagefarms.org](mailto:info@globalvillagefarms.org) including “Assistant Program Manager” in the subject line.**

1. Applications received by **April 1st, 2023** will be prioritized.
2. We will reach out about any phone or in-person interviews. The interview will consist of brief performance tasks and a video conference conversation and/or in-person interview. We expect decisions to be made by the end of April.