

## EMPLOYMENT OPPORTUNITY

<b>ORGANIZATION:</b>	Sustainable Economic Enterprises of Los Angeles (SEE-LA)
<b>TITLE:</b>	Program Coordinator – <i>Bring the Farmer to Your School Program</i>
<b>SALARY:</b>	\$49,000 Annual Salary, plus benefits (Medical/Dental, Vacation/Sick)
<b>REPORTS TO:</b>	Director of Programs, Nutrition Education

Sustainable Economic Enterprises of Los Angeles (SEE-LA) is currently seeking a professional and dynamic individual to join its team for the relaunch of its *Bring the Farmer to Your School* (BTFTYS) program. SEE-LA has been awarded a two year grant from the California Department of Food and Agriculture (CDFA) to bring local California farmers into Title I LAUSD classrooms, K-12, to deliver engaging educational experiences about California agriculture and nutrition. The program takes on a multi-pronged approach through connection of farmers' markets to school sponsored events, produce delivery at Pre-K sites with Harvest of the Month teaching and development of a monthly kid's cooking class at SEE-LA farmers' markets. The grant term is from November 2018-December 2020. Ideal candidates must be committed to the duration of project.

### Qualifications

- Masters of Public Health degree preferred or BS with minimum 2 years' experience and comfort with the IRB process, quantitative analysis and developing and utilizing evaluation tools;
- A minimum of 2 years' experience coordinating complex projects with competing deadlines, requiring partnership with multiple groups or agencies;
- Experience serving in a capacity of oversight for quality control in program implementation;
- Fluent bilingual English/ Spanish (Spoken/ Written) with the ability to translate preferred;
- Experience in &/or knowledge of the field of agriculture, farming, and/ or gardening , particularly in a primary education setting highly desirable;
- Knowledge of community nutrition education programs, particularly utilizing the principles of USDA MyPlate guidelines;
- Experience working and coordinating activities within LAUSD or a school system highly desirable;
- Working knowledge of Food Safety regulations, ServSafe Certification Required (can be attained upon hiring);
- Excellent interpersonal skills - comfortable working with diverse groups of people and engaging a variety of stakeholders including Teachers, School Administrative staff, Farmers' Market Managers, Farmers, and Community Partners;
- Capable of working cooperatively and supportively with staff, volunteers, participants, etc.;
- Professional presentation/ speaking experience;
- Strong organizational skills, experience creating and maintaining files and data collection documents;
- Demonstrated experience in programmatic research and evaluation methodology;
- Proficiency in Microsoft Office Suite including Excel, Word, Power Point;

- Strong organizational and time management skills;
- Ability to multi-task in a fast paced environment;
- Reliable transportation, California Driver's License and self-insured automobile.

### **Responsibilities**

- Become fully versed in CDFA *Bring the Farmer to Your School* program goals, objectives, activities, expected outcomes and Scope of Work;
- Coordinate all components of the *Bring the Farmer to Your School* program executing the Scope of Work as directed meeting CDFA and SEE-LA's quality standards;
- Coordinate schedules of Farmer Educators with LAUSD Title I schools ensuring all documents and appropriate LAUSD protocols have been met;
- Conduct orientations for Farmer Educators;
- Provide oversight and evaluation of Farmer Educator presentations;
- Coordinate produce delivery to Pre-K schools utilizing Harvest of the Month materials;
- Recruit and secure schools sites for Harvest of the Month, Farmer Educator sessions, and outreach activities;
- Assist in Coordination of Farmers' Market staff school event presentations at local LAUSD school sites;
- Oversee the development of and implementation of a Kids Nutrition/ Cooking Class at 2 Farmers' Market sites;
- Develop evaluation criteria and survey tools to evaluate program effectiveness, obtain appropriate IRB approval and LAUSD approval as necessary;
- Assist in oversight of data collection;
- Conduct statistical analysis on evaluation metrics and prepare summary reports;
- Adhere to CDFA grant budget guidelines;
- Create and submit grant activity summary reports as directed by CDFA grant guidelines.

### **Physical Demands:**

Ability to work in a fast-paced environment.

Ability to bend, lift, push, pull, twist, squat, and kneel frequently.

Ability to haul and lift up to 25 pounds.

Other physical movement as needed.

SEE-LA is an Equal Opportunity Employer

To apply, e-mail cover letter and resume to [employment@see-la.org](mailto:employment@see-la.org).