

Urban Roots Seeks a Program Coordinator



Employer: Urban Roots

Position: Program Coordinator (Exempt, Salaried, Benefits)

Reports to: Program Manager

Location: Austin, TX

Schedule: Tuesday through Saturday, Full-Time

Who we are:

Urban Roots uses food and farming to transform the lives of young people and inspire, engage, and nourish the community. The only farm-based youth development and community impact organization in Austin, we have served over 500 youth through paid internships that support their growth as leaders. This past growing season our staff, youth interns, and volunteers harvested over 34,000 pounds of sustainably grown produce on our farms in east and south Austin. We dedicated more than 75% of that to increasing food access to underserved communities through our own programs and our hunger relief partners.

To learn more about Urban Roots, we encourage you to visit our website and check out this video from [CBS News/ Go Daddy](#), and this [article in Culture Map Austin](#).

Who We Seek:

Urban Roots is seeking a charismatic Program Coordinator (PC) with dynamic group facilitation skills, relationship building skills, and a love of getting other people excited about new opportunities. The right candidate is looking to grow alongside amazing young people in a fast paced outdoor environment, and exemplifies Urban Roots' values.

The PC works with the Program Managers to directly implement Urban Roots' year-round food & farming youth leadership internships and fellowships for high school students and older young adults. The PC is committed to food equity and sustainability, has a great sense of humor, and has a sincere interest in using their own hands to grow food for the community. As a key member of the program team, the PC will work closely with the Program Managers and the Farm Team to plan, prepare, and facilitate these internships while supporting other farm and program activities. The PC loves building meaningful relationships with young people and supporting their personal growth by creating a safe and supportive environment and establishing clear, respectful, and responsible boundaries. They thrive as a group facilitator, and get excited creating interactive, hands-on learning experiences, and they possess supreme organizational skills and enjoy working independently and in a team environment.

Urban Roots is an Equal Opportunity Employer that offers positions with varying skill levels and responsibilities that amplify our mission. We are committed to employing a diverse program team that reflects the diverse identities of the young people and community members we work with. We strongly encourage Black, Indigenous, and People of Color to apply, as well as LGBTQIA+ people; people with differing abilities and genetic differences; veterans; and people who speak, read or write a language in addition to English.

As the Program Coordinator, your time will be spent in support of the following:

Program Facilitation & Execution

- Guide youth interns through program activities. This includes facilitating workshops and trainings, motivating and working alongside youth during farm work, supporting youth

during volunteer days and community events, serving alongside youth during community service trips, and supervising youth throughout the work day.

- Build strong relationships with youth program participants through regular feedback sessions, workshop facilitation, and informal conversations during programming.
- Recruit, interview, and hire a diverse cohort of youth to participate in all Urban Roots programs. This includes visiting schools, collaborating with partner organizations, and persistently following up with applicants throughout the recruitment season.
- Transport youth to and from work days and other events using Urban Roots' 12 and 15 passenger vehicles.
- Communicate with youth program participants through email, phone, and text communication to support their continued success at Urban Roots.

Farm Work

- Lead community members through agricultural tasks on the farm during staff led volunteer days.

Educational Tours & School Programs

- Lead educational farm tours & farm visits for K-12 school groups, including small agricultural tasks and activities.

Other Requirements:

One to two years of professional experience working with teens from diverse backgrounds in youth development, education, or other group-based youth services

While performing the duties of this job, the PC will be expected to:

- Work Saturdays and some evenings (Work hours during the week will flex to accommodate weekend or evening work)
- Maintain a valid driver's license and a good driving record (Due to insurance requirements, all drivers for youth transport must be 25 years old or older)
- Lift 40 lbs. and work outside in all kinds of Central Texas weather
- Attend and support some Urban Roots' functions and special events as needed
- Attend all-staff meetings and occasional all-staff farm work days
- Communicate and exchange accurate information in a variety of formats including in-person, electronically, and over the phone
- Operate a computer efficiently and accurately
- Have a sincere interest in and openness to learn basic farming skills (prior farming knowledge or skills are not required)
- Follow CDC and APH Covid safety guidelines and be fully COVID vaccinated and boosted. Exemptions may be requested
- Bilingual English and Spanish skills are a strong plus

Compensation, benefits, and workplace location:

The salary range offered for this position is \$40,000 to \$43,000, commensurate with experience. Our benefits package includes:

- Significant employer contribution toward health insurance benefits coverage
- Employer paid short-term and long-term disability insurance
- Time off: 120 hours per calendar year of paid time off (PTO), prorated according to start date; 11 additional paid holidays (including your birthday) and the work days between Christmas and New Years Day
- Farm fresh veggies!

Urban Roots has offices within AISD at 4900 Gonzales St in East Austin that are open for use by all staff. We currently have a hybrid office / work-from-home schedule, requiring up to several days per month at the office depending on Austin Public Health's COVID guidelines. This role requires the PC to work from the office, the farms, and it will allow for the flexibility to work from home as well.

Application process:

- Resumes and inquiries should be emailed to jobs@urbanrootsatx.org; only complete applications (with a cover letter and resume) will be considered
- Use email subject line "Program Coordinator Application"
- REQUIRED: In PDF format, a resume and brief cover letter that answers both questions
 - 1) Why are you interested in working at Urban Roots, and
 - 2) What part of this job description resonates most strongly with you, and why?

Application period closes January 28th, 2022. This position is available immediately and will remain open until filled. Final round candidates will be given a background check before an employment offer is finalized. Phone call inquiries will not be accepted.