



## Urban Roots Youth Program Coordinator

**Employer:** Urban Roots

**Position:** Program Coordinator

**Reports to:** Program Director

**Location:** Austin, TX

**Schedule:** Full-time, Tuesday through Saturday.

**Salary:** \$40,000-\$43,000 (Exempt); Benefits (see below).

**Preferred start date:** April 18, 2023

### Who We Are:

Urban Roots works with youth leaders to grow fresh food and build a community dedicated to achieving food equity. 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 119,000 servings 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 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.](#)

### Job Summary:

The Youth Program Coordinator (YPC) is responsible for Urban Roots' year-round food and farming youth leadership program for young adults ages 17-23 (The Food & Leadership Fellowship Program) and supports its high school programs (Advanced Leadership Internship and Summer Farm Program). As a key member of the program team, the YPC will work closely with the program and farm teams to plan, prepare, and facilitate these internships while supporting other farm and program activities.

Urban Roots is an Equal Opportunity Employer that offers positions with varying skill levels and responsibilities that amplify our mission. We strongly encourage members of traditionally underrepresented communities to apply, including people of color, LGBTQiA+ identified people, people of marginalized genders, people with disabilities, veterans, and people who speak, read or write a language in addition to English.

### We are looking for you if:

- You love building meaningful relationships with young people and supporting their personal and professional growth by creating a safe and supportive environment and establishing clear, respectful, and responsible boundaries.
- You thrive as a group facilitator, and get excited about creating interactive, hands-on learning experiences.
- You are energized by working in a high-energy, outdoor environment and have a sincere interest in using your own hands to grow food for the community.
- You are charismatic and enjoy getting other people excited about new opportunities through public presentations and one-on-one conversations.

- You possess supreme organizational skills and enjoy working independently and in a team environment.
- You are committed to justice and sustainability, have a great sense of humor and view yourself as someone still learning and growing.

**Essential Job Duties:**

- Guide youth 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.
- Model Urban Roots' values and community standards for all farm guests with a spirit of mutual respect and joy.
- Recruit, interview, and hire a diverse youth cohort 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.
- Lead community members through agricultural tasks on the farm during staff-led volunteer days.
- Lead educational farm tours for K-12 school groups, including small agricultural tasks and activities.
- Build and steward relationships with Urban Roots program alumni through regular alumni events, social media (alongside the communications team), and other communication channels.

**Qualifications and Personal Characteristics:**

- One or more years of professional experience working with young adults or teens from diverse backgrounds in youth development, education, or other group-based youth services
- Able to work weekends and some evenings
- A valid government-issued driver's license and proof of liability insurance
- Able to lift up to 40 lbs. and work outside in all kinds of Central Texas weather conditions
- The position does not require prior farming knowledge or skills, but a sincere interest in and openness to learn.
- Bilingual English and Spanish skills are a strong plus.

**Other Requirements:**

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

- Occasionally work long hours with some evenings and weekends;
- Attend Urban Roots' functions and special events;
- Attend and participate in all-staff, team, and other meetings as needed;
- Attend and participate in occasional all-staff farm work days;
- Communicate and exchange accurate information in a variety of formats, including in person, electronically, and over the phone; and
- Operate a computer efficiently and accurately.

## **Benefits and Workplace Location**

- Location:
  - This role often requires the YPC to work on site at our two farms (7651 Delwau Lane, 4711 Winnebago Lane).
  - In addition, Urban Roots has offices within AISD that are open for use by all staff (4900 Gonzales St in East Austin). We currently have a hybrid office/work-from-home schedule, requiring up to several days per month at the office.
  - All staff are expected to participate in quarterly on-farm workdays, which can be in the heat, cold, or other outdoor elements.
- Benefits
  - Significant employer contribution toward health insurance benefits coverage (health, dental and vision)
  - 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;
    - 15 paid holidays, which include your birthday and the work days between Christmas and New Year's Day.
  - Extras: A fun and flexible work culture and farm fresh vegetables to take home!

## **Application process:**

- Candidates should email their applications to [jobs@urbanrootsatx.org](mailto:jobs@urbanrootsatx.org)
- Use the email subject line "Youth Program Coordinator application."
- REQUIRED: A PDF of your resume and cover letter that briefly answers the following:
  - What excites you about Urban Roots' mission?
  - How does your experience prepare you for the responsibilities outlined in the job description?

The application period closes on March 24, 2023. We will review applications on a rolling basis. This position is available immediately and will remain open until filled. Because of our work with youth, we will conduct background checks on final-round candidates before we finalize the employment offer. We will not accept phone or walk-in inquiries regarding the position.