

Bilingual Program Coordinator



Accepting Applications: April 1, 2025 - April 23, 2025

Position: Bilingual Program Coordinator (English, Spanish)

Reports to: Director of Programs

Location: Austin, TX

Schedule: Full-time, Tuesday through Saturday (Summer is Monday-Friday)

Salary Range: \$46,000 - \$50,000, plus \$2,500 bilingual differential pay

Start Date: Mid-May

Job Summary:

The Bilingual Program Coordinator (BPC) implements Urban Roots' youth programs for high school aged young people and Urban Roots' k-12 educational programs. The BPC works with the Programs Director, Farm Programs Manager and a peer Program Coordinator to facilitate these programs while supporting other farm and organizational activities. Urban Roots' activities are primarily conducted in English, however, the BPC will be the main facilitator of activities in Spanish anytime there are monolingual, Spanish-speaking youth in programs or guests on the farm. The BPC will also be responsible for creating Spanish materials that mirror existing English materials and assisting with translation and interpretation as needed.

Who we are:

Urban Roots uses urban farms as living classrooms where young people discover their leadership potential while growing fresh food that nourishes their Austin neighbors. To learn more about Urban Roots, we encourage you to [visit our website](#) and [check out this video to hear directly from Urban Roots youth leaders](#).

Essential Job Duties:

- Co-Facilitate the Academic Year Youth Program and Summer Youth Program (30%)
 - Work with a peer Program Coordinator and Farm Programs Manager to guide youth program participants through curriculum activities (workshops, farm work, volunteer days & community events)
 - Build strong relationships with youth program participants
 - Recruit and hire a diverse cohort of youth to participate
 - Transport youth to and from work days and other events
 - Communicate with youth program participants through email, phone, and text communication
 - Communicate with monolingual, Spanish-speaking parents
 - Prepare materials for youth activities in Spanish as needed
- Facilitate educational farm tours and school partnership visits (30%)
 - Guide K-12 participants through small agricultural tasks and educational activities
 - Coordinate and schedule tours via email, phone, and other communication methods
 - Prepare materials for educational tours in Spanish as needed
- Support farm and food access program operations (15%)
 - Work with the Farm Programs Manager to lead community members through agricultural tasks on the farm during staff-led volunteer days
 - Ensure that each person working has a positive experience, contributes meaningfully to the task of growing food, and the work is done safely, efficiently, and effectively
 - Support Hojas, Urban Roots' food distribution program

- Support youth and educational program operations (10%)
 - Give input into annual Youth and Educational (Y&E) program goals and work plans for the three high school youth programs (Summer, Academic Year, and Community Engagement programs) educational programs (educational farm tours, school partnerships), and alumni engagement programs (staff fellows, alumni council, alumni reunion events)
 - Support the execution of curriculum and work plans for each Y&E program
- Youth and education team health (10%)
 - Actively participate in regular supervision and team meetings, planning meeting
 - Bring feedback, communicate needs, and earnestly engage with coaching and feedback provided
 - Participate in annual and bi-annual performance review processes
- Organizational health (5%)
 - Create an environment of radical hospitality on our farms and at our events where all guests feel seen, welcomed, included, inspired, and invited to engage with our work
 - Collaborate through clear and consistent communication
 - Participate in all-staff meetings and team meetings, and organization-wide initiatives, including DEIB and organizational culture work.
 - Communicate clearly, regularly, and in a timely fashion internally and externally across multiple channels in order to support a highly efficient, effective, and respectful work culture
 - Support cross-departmental projects and other duties as assigned, within capacity

We are looking for you if:

- You want to get your hands in the soil and partner with young people to learn about growing food and food equity
- You possess a genuine enthusiasm for guiding young people and children (k-12) through hands-on learning experiences
- You are committed to fostering personal growth, responsibility, and joy among youth participants
- You care about creating meaningful, positive impacts on young people's lives through education and farm-based programming
- You are committed to personal growth that contributes to diversity, equity, inclusion, and belonging
- You have experience with outdoor education or are excited to learn about farming

Qualifications and Personal Characteristics:

- Fluency in both Spanish and English should be at a level that allows for confident execution of all job responsibilities in either language
 - *While farm-related terminology in Spanish may require some learning or practice, a willingness to engage in this process is essential for success in the role*
- Experience working with youth in traditional or non-traditional education settings
- Able to regularly work outdoors in extreme weather conditions, including following recommended safety protocols for these work settings
- Experience with digital project management, with the ability to effectively collaborate and manage tasks in a virtual environment
- A clean Texas Driver's license & ability to drive a minibus and passenger van
- Able to lift up to 40 lbs

Benefits & Workplace Location:

- **Workplace Location:**
 - This role often requires the BPC to work onsite at our two farms (7651 Delwau Lane, 4711 Winnebago Lane) or out in the community during programming activities
 - In addition, Urban Roots has offices within an AISD facility that are open for use by all staff (4900 Gonzales St in East Austin).
 - All-staff meetings and activities are currently a mix of virtual, in-person, and hybrid, communicated ahead of time. In-person meetings and activities happen at our office or on the farm, and attendance to these may be required up to several times per month.
- **Benefits:**
 - Significant employer contribution toward health insurance benefits coverage (including medical, dental, and optical plans)
 - 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 additional paid holidays and the work days between Christmas and New Years Day
 - Extras: Farm-fresh vegetables to take home!

Diversity & Inclusion Statement

Don't meet every qualification listed? We actively encourage applications from individuals of all backgrounds, especially those historically underrepresented in nonprofit staff roles. Studies show that women, LGBTQ+ individuals, and people of color often hesitate to apply if they don't meet every requirement. At Urban Roots, we're committed to building a diverse, equitable, and inclusive team where everyone feels they belong. We believe that diversity strengthens our organization and enriches our community, and we welcome candidates who bring unique perspectives and experiences to help us advance our mission. If this role excites you, but your experience doesn't align perfectly with every qualification, we'd still love to hear from you. You may be the perfect fit for this role or another opportunity within our organization.

Application process:

- Email your resume and cover letter to jobs@urbanrootsatx.org by Wednesday, April 23, 2025. **Use the subject line: Bilingual Program Coordinator**
- In a single PDF file, include a resume and cover letter that briefly answers: What excites you about working with youth at Urban Roots?
- We will NOT accept applications if they do not include a cover letter and resume

We will review applications on a rolling basis. This position will remain open until filled. Because of our work with youth, we will conduct background checks on final-round candidates before we finalize an employment offer. Please honor our administrative and safety protocols – no phone calls or walk-ins.