



Farmer Education Program Manager Job Posting
Council for Healthy Food Systems
February 2022

Overview

The Council for Healthy Food Systems (CHFS) seeks an Education Program Manager to implement several grant-funded programs to help small-scale Texas farmers grow their businesses and implement regenerative agriculture methods.

The Council for Healthy Food Systems' mission is to build community, educate policymakers, and inform the public on healthy food systems, namely diversified local and regional food systems that are healthy, safe, economically sound, and environmentally sustainable. Our organization develops information to educate farmers, consumers, elected officials, and media on the systemic changes needed to establish healthy food systems, from the soil to the eater.

Job Description

The Education Program Manager will be focused primarily on implementing two farmer-oriented programs. The first program involves workshops on “Profiting from Pastured Animals,” and will support small-scale farmers in addressing business, regulatory, and marketing issues so that they can profitably sell meat, poultry, and eggs direct to consumers. The program also includes a consumer education component. The second program involves workshops on “Promoting Conservation Programs for Beginning & Military Veteran Farmers in Texas,” and will help farmers learn about the options for implementing – and funding – conservation and regenerative agriculture methods on their farms.

In addition, the Program Manager will implement a youth advocacy program, under a shared services agreement with our sister nonprofit, the Farm and Ranch Freedom Alliance.

This is a two-year position, with the possibility of extension pending additional future funding.

Job Duties

- Implement and manage our “Profiting from Pastured Animals” and “Promoting Conservation Programs for Beginning & Military Veteran Farmers in Texas” programs, including:
 - Coordinating with workshop hosts, speakers, and outreach partners.
 - Providing logistical support.
 - Facilitating monthly online meetings to support workshop attendees.
 - Monitoring project progress and impact.

- Work closely with Communications Director on developing and publishing promotional materials, resource materials, website updates, social media content, newsletter articles, etc.
- Gather evaluations and feedback.
- Work closely with Development Director and Executive Director to research, identify, and develop foundation and government grant proposals to continue the programs.
- Prepare grant reports and annual program status reports.
- Manage program budget.
- Manage other special projects as assigned.

Attributes & Qualifications

- Bachelor's degree or equivalent experience required.
- 3+ years of experience in program management, with a preference for experience working on federal grants.
- Effective oral and written communication skills, comfortable communicating through phone, email, and video.
- Strong internal drive and organizational skills and ability to deliver on multiple projects independently.
- Able to thrive in a small, grassroots organization work environment.
- Comfortable in an evolving organization where people's input and ideas are highly valued.
- Comfortable working as part of a small collaborative team with the ability to be flexible and self-directed.
- Computer skills including experience with, or comfort learning, database use and management, and proficiency using the internet, Microsoft Office Suite, and Zoom.
- Experience with social media, website content management, and email platforms.
- Experience in grant and proposal writing strongly preferred.
- Experience related to small farms and regenerative agriculture preferred, but not required.
- Bilingual in English and Spanish a plus.

Hours, Compensation & Benefits

- Full-time exempt position.
- Remote/ home office within Texas.
- Occasionally will need to work evenings or weekends for events, including occasional travel to workshop locations within Texas.
- Flexible schedule.
- PTO in addition to paid holidays.
- Starting salary range is \$50,000-\$56,000.

Applications

Please send resume and cover letter to Judith@healthyfoodsystems.org (include "Program Manager" in the subject line).

Applications will be considered on a rolling basis starting on March 10, 2022, and will continue to be accepted until the position is filled.

We look forward to hearing from you!

We encourage applications from Black and Indigenous people and other people of color, people from working class backgrounds, women, LGBTQ+ people, and other people from marginalized communities.

The Council for Healthy Food Systems is an equal opportunity employer. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition or any protected category prohibited by local, state or federal laws