



Full-Time Position with Growing Hope

YOUTH & SCHOOLS MANAGER

The Youth and Schools Manager is a full-time position that oversees all youth programs at Growing Hope. This position includes managing and coordinating youth areas of work that emphasize gardening and healthy eating in school and community environments. Our youth areas of work include: healthier school environments via Farm to School activities including supporting school garden development and healthy food sourcing; direct garden-based education for pre-k to grade 12; a Teen Internship program, youth engagement at the Growing Hope Center, and engagement of the Ypsilanti community through youth-centered coalitions and networks. The position looks at emerging best-practice models and community input to make strategic decisions for program implementation.

Many of these areas of work involve working across Growing Hope teams while engaging closely with community partners to ensure youth and their families are integrated across the organization. The target population is youth pre-K to 18 years old where at least 50% live in low-income households. This position is responsible for supporting fundraising and revenue generating activities for the organization including: grant writing, management and reporting, earned revenue and contracts to support youth and schools area of work.

This position is full-time salaried at 40 hours a week with health benefits. The Youth and Schools Manager reports to the Program Director and is responsible for the management of a Youth and Schools Assistant, as well as volunteers, interns, and Teen Mentor Interns.

Qualified candidates will exhibit the following:

Program Management and Supervision

- Experience creating annual and multiyear program plans.
- Experience creating staffing plans including Youth and Schools Assistant, Teens Interns and other interns.
- Knowledge developing program budgets and monitoring budgets.
- Experience managing scheduling, staffing, and content for program delivery.
- Experience overseeing youth evaluation plans, implementation, analysis and reporting.
- Demonstrated knowledge of gardening, urban agriculture, cooking and nutrition.
- Familiarity with SNAP-Ed objectives a plus; experience in Farm to School programming a plus.
- Experience managing relationships with school and community leaders (preferably in Ypsilanti)
- Knowledge of youth-related networks and coalitions.

- Experience supervising teens or working with teens.
- Ability to effectively train and oversee volunteers and interns.

Revenue Generation

- Experience working within a defined budget and meeting budget revenue goals.
- Ability to support grant, earned revenue and contract development.
- Experience working in non-profit organization to support broader fundraising goals.

General

- Passion for Growing Hope's mission and work.
- Dedication to working as a member of and in partnership with diverse communities; desire to encourage local community members to share ideas, talents and resources.
- Knowledge of models for youth empowerment and youth leadership development.
- Skilled communicator (oral, written), experience working with people from diverse backgrounds and comfortable communicating in person, by phone, email, in front of groups, and to a variety of audiences; Spanish or Arabic language skills a plus
- Highly competent in use of computers (Mac & PC both) and comfort using technology on a daily basis; ability to update and maintain website; additional software experience a plus (database, graphic)
- Willingness to adapt to changing organizational conditions and extremely limited resources
- Proactive, self-learner, able to be creative and flexible, resourceful and maintain positive thinking
- Flexibility to work non-traditional hours, including evening and weekends as scheduled
- Clean background check, driving record, and valid drivers license will be required.
- Preference given to Ypsilanti-area residents or those willing to relocate to and engage in the Ypsilanti community

Compensation: \$36,000/year. Full-time salaried. Medical, Vision, Dental and Life insurance are available after 60 days from original date of hire.

To Apply: Application is rolling and open until filled. Start date ideally late May, 2017. Submit resume & cover letter, complete with reference contact information, to Amanda Edmonds, Executive Director at apply@growinghope.net. Samples of past work welcome, though not required.

Growing Hope is an Equal Opportunity Employer and does not discriminate potential employees based on race, creed, age, color, disability, national origin, sex, gender identity, sexual orientation or marital status. We encourage the following groups to apply: people of color and individuals who possess an in-depth understanding of poverty or economic hardship.