



Position Description - Training Programs Manager

Position: Training Programs Manager

Reports to: Executive Director

Apply to: Please send your resume and cover letter to Laura Calvert, Executive Director, at director@auachicago.org by July 6, 2018.

Position Description: The role of this position is to directly support urban growers in the Chicago region by providing technical assistance, serving as a resource, and communicating best practices around urban agriculture, while supporting Advocates for Urban Agriculture (AUA) in all programs and organizational growth.

Primary Responsibilities:

- Provide technical assistance to urban growers on a proactive and as-needed basis. Technical assistance may include site visits, facilitating trainings, fielding inquiries, and consulting.
- Develop a voluntary certificate program, in partnership with urban growers and the city of Chicago, to assist growers with meeting best practices in urban agriculture. Best practice areas may include soil remediation, food safety, sustainable growing practices, and community engagement.
- Actively facilitate connections for urban growers to available resources, training, education, business opportunities, and collaborations.
- Update and develop educational resources, including the Urban Agriculture Resource Guide.
- Create informative content for website, newsletter, and social media channels.
- Highlight urban growers and operations, with AUA's team, through standard communication channels.
- Track grant-related metrics and progress to be reported to Executive Director, Board of Directors, and funders.
- Serve as an advocate and representative of urban growers at the community and local/state/federal levels.
- Identify opportunities and barriers in the urban agriculture community and provide programmatic and policy recommendations in response.
- Work in partnership with AUA team to coordinate trainings and workshops (e.g. Urban Livestock Expo, Good Food Expo).
- Maintain strong and collaborative relationships with growers, community partners, and government officials, staying up to date on developments and trends in the field.
- Represent AUA at events, trainings, and presentations.

Professional Qualifications:

- 3-5 years minimum of direct agricultural experience, preferably with management experience.
- Proficient knowledge of soil safety, food safety, and organic growing practices.
- Strong familiarity with the Chicago region's urban agriculture/local food movement.
- Extensive experience working with diverse communities throughout Chicago and demonstrated use of cultural competence within those experiences.
- Experience with grant management, tracking metrics, and funder communication.
- Outreach engagement, community education, and collaboration building experience.
- Comprehensive understanding of market and small business development.
- Ability to work independently, effectively manage projects, and meet deadlines.
- Computer skills including fluency with Word, Excel, Powerpoint, and related Google applications.
- Curious and thoughtful approach to work with a desire to solve problems and continuously improve quality of work.
- A sincere commitment to the mission and philosophy of AUA is required.
- Flexibility to work occasional evening and weekends for events.
- An enthusiastic, team-oriented, and friendly disposition!

Ideal Candidates would also possess:

- Bilingual skills -- Spanish/English.
- Management experience on an urban farm operation.

Physical Demands:

- Employee to work primarily in an office setting, with regular visits to local farms and gardens.
- Requires ability to engage in farm tasks (e.g using hand tools, shoveling, planting) on an occasional basis.
- Requires ability to use computers, telephones, and other office equipment.
- Requires ability to speak audibly and listen actively.
- Requires ability to lift up to 25 lbs.
- Requires ability to sit for long periods of time.
- May require periodic travel.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Other duties: The above job description is meant to describe the general nature and level of work being performed. It is not an exhaustive list of all responsibilities, duties, or skills required for the position. Employees will be required to follow any other job-related instructions and perform other job-related duties as requested by their supervisor in compliance with Federal and State laws.

Status: This position is a grant funded position for one year with the potential to continue, depending on funding. During the employment term, the position will be full-time, salaried, exempt, and at-will.

Salary: Non-profit competitive salary plus benefits, including health insurance. Salary is commensurate with experience and skill level.

Equal Opportunity Statement: AUA works affirmatively to include diversity among its workforce and does not discriminate in the selection of its staff on the basis of race, color, religion, sex, national origin, age, sexual orientation, disability, income, marital status, or any other dimension of diversity. We strongly encourage applications from diverse candidates and individuals from groups that have been historically under-represented, including but not limited to women and people of color.