



Common Threads Farm and School Garden Collective

Program Coordinator

Common Threads connects kids to healthy food in the garden, in the kitchen, and at the table. We want kids to grow up making food choices that are good for their bodies, their communities, and the environment. Founded in 2006 and based in Bellingham, Washington, Common Threads is a grassroots, 501(c)(3) non-profit organization that promotes a “seed to table” approach to food production, good nutrition, and environmental stewardship. Most of our programs take place on public school grounds, during the school day. Additionally, Common Threads runs after-school gardening and cooking programs and summer camps in our school gardens and at our urban farm site.

The program coordinator is responsible for the oversight of Common Threads’ school, after-school, and summer food education programs - supervising and supporting a team of 6 AmeriCorps Food Educators and a growing number of program volunteers.

Responsibilities

- Work closely with the Common Threads Executive Director to recruit, train, and support a team of six AmeriCorps Food Educators
- Oversee day to day implementation of Common Threads’ School-based, after-school and summer seed-to-table education programs
- Recruit, train, place, supervise, celebrate and log hours for program volunteers and interns
- Oversee accurate program data management and monitoring of outcomes
- Manage registration and parent communication for participants in after-school and summer programs
- Other duties as assigned

Skills and Qualifications

- Bachelors Degree
- Teaching and leadership experience, particularly in outdoor, experiential settings
- Strong team management skills: delegation, coordination and collaboration
- Reliable, creative, self-starting, detail oriented, organized, punctual
- Able to prioritize multiple tasks and meet deadlines
- Excellent written and spoken communication skills
- Experience with nonprofit administration
- Experience and interest in developing and using evaluative tools and educational program evaluation
- Sense of humor, ability to have fun while getting things done
- Passion for connecting kids with healthy food
- Legacy/sustainability oriented – strong documentation and record-keeping skills
- Access to reliable transportation to travel between multiple program sites

Hours

- Position open until filled - with ideal start date in March 2015
- 20 hours/week initially with the potential to grow toward more full-time employment

To Apply

- Send resume, cover letter, and two references to Laura Plaut, Executive Director, 516 E. North Street, Bellingham, WA 98225 or info@commonthreadsfarm.org
- Applications accepted until position is filled. First review of applications will take place February 15, 2015.

Recruiting and retaining a diverse workforce is a high priority at Common Threads. We do not discriminate on the basis of age, gender, race, national origin, ethnicity, religion, sexual orientation, gender identity and expression, political affiliation, marital status, age or any other basis prohibited by law.

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