



# Enrichment Program Manager

## Overview

Common Threads Farm 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 2007 and based in Bellingham, Washington, Common Threads Farm Is a grassroots, 501(c)(3) non-profit organization that promotes a “seed to table” approach to food production, good nutrition, and environmental stewardship. Common Threads Farm runs **school day and after-school gardening and cooking programs**, as well as **spring and summer camps**. Additionally, Common Threads Farm operates a **mobile food truck**, whose primary purpose is to provide free, nourishing foods to kids where and when they need them most.

The **Enrichment Program Manager** will collaborate as a member of the leadership team to plan, coordinate, and evaluate **after-school clubs, school break camps, and meal service from the food truck**. This position works under the Program Director to strategically schedule enrichment programs, balancing complex factors to advance our mission and priorities.

The Enrichment Program Manager will **oversee a team of four AmeriCorps enrichment field staff**, supporting their professional development and ensuring their compliance with both **Common Threads Farm’s mission and Washington Service Corps requirements**.

## Required Qualifications

- Experience working with elementary-aged children
- Passion for connecting kids with healthy food from seed to table
- Experience in the culinary field (academic and/or commercial)
- Prior successful people management experience
- Strong organizational skills: ability to manage multiple tasks and meet deadlines
- Excellent communication skills (written and spoken)
- Strong computer skills and record-keeping abilities
- Ability to work a flexible schedule, including occasional evenings and weekends
- Creative, self-starting, and adaptable in a dynamic environment

## Preferred Qualifications

- Experience delivering outdoor and/or cooking education
- USDA reimbursable meal program (SFSP and CACFP) experience
- Skills in developing culturally diverse recipes and menus
- Knowledge of local and seasonal food sourcing
- Fluency in Spanish, Russian, or other languages spoken in Whatcom County
- Food Protection Manager Certification



## Responsibilities

### Clubs and Camps:

Oversee Common Threads Farm existing enrichment programs, including **after school cooking & gardening clubs**, and **school holiday camps**, in collaboration with Garden Program Manager and Program Director.

Specific duties will include:

- Liaise with school and community partners to plan and coordinate enrichment programs
- Source ingredients (including those from school gardens and local farms)
- Plan recipes and menus in compliance with **USDA reimbursable meal program** requirements (SFSP and CACFP) and complete all reporting
- Oversee food preparation, ensuring compliance with food safety guidelines
- Supervise, coach, and support **AmeriCorps food educators and volunteers** in delivering safe and delicious food and cooking education programs

### Food Truck:

Lead our **mobile food truck program**, which provides free, nourishing meals to kids in Whatcom County kids in times and areas of need. Additional goals include **food education and fundraising initiatives**.

Responsibilities include:

- Oversee food truck **afterschool and summer meal programs**
- Liaise with partners, including the **commercial kitchen, health department, meal sites, and USDA meal programs**
- Plan menus in compliance with USDA's **Summer Food Service Program (SFSP)** and fulfill all reporting requirements
- Collaborate with **Grants Manager** to apply for grants and meet grant reporting requirements
- Ensure that the food truck meets the highest **food safety and cleanliness standards**
- Proactively address **vehicle and appliance maintenance and repairs**
- Coordinate with community partners to **plan and execute fundraising events**

## Equal Employment Opportunity

At Common Threads Farm, we hold ourselves accountable (individually and organizationally) to a life-long learning journey toward **dismantling systemic racism and building a more just and equitable world**. We welcome candidates of all racial and gender identities, cultural and economic backgrounds, and of any sexual orientation to apply for employment and service opportunities. Common Threads Farm is an Equal Opportunity Employer and does not discriminate on the basis of **race, color, national origin, sex, religion, age, disability, sexual orientation, veteran status, or marital status** in employment or the provision of services.



## Compensation and Benefits

- **Pay:** \$50,000-\$60,000 per year, depending on experience
- **Full Time (40hrs/week), non-exempt**
- **Trust based approach** to time off, work schedule, & work location with the expectation that engagement with community relationships is prioritized.
- **Medical & dental insurance** (Common Threads Farm pays 95% for employees, dependent premiums paid by employee)
- **Simple IRA retirement plan** with a 3% company match

## Work Environment & Reporting

- Reports to and is supported by Common Threads Farm's **Program Director**
- This is an **in-person** position based at Common Threads Farm's **Bellingham, WA office**
- The role includes **on-the-ground support** for the food truck (including commissary kitchen) as it travels throughout Whatcom County
- You may be asked to **drive your personal vehicle between sites** if company vehicles are unavailable
- **This position is not a good fit for someone looking to work remotely**

## How To Apply

Send a **resume, cover letter, and two references** to [info@commonthreadsfarm.org](mailto:info@commonthreadsfarm.org) and fill out this [demographic survey](#) (optional). Applications accepted until the position is filled. **Ideal start date: No later than May 30, 2025.**