



Position Announcement
Farm to Community Coordinator

Reports to: OKTEP Supervisors
Status: Full Time
Work Site: Stillwater, OK or remote within OK

Position Summary:

The Farm to Community (F2C) coordinator will work to establish farm to community and school educational efforts in school and community settings where at least 50% of families are classified as low income and where a high proportion of Native American families reside.

The coordinator will work to establish partnerships necessary to acquire Farm to School funding and will work with audiences involved in the broader food system environment, such as school food service professionals, producers, distributors, school administrators, parents, Tribe and community partners, and more. This position offers critical support to Tribal divisions, teachers and students to ensure Tribes and schools can maximize the educational potential of growing gardens and farming.

The coordinator will also facilitate direct education to support F2C initiatives which may include hosting farm to school trainings, hosting urban farm business classes, offering cooking classes focused on fresh, seasonal food, conducting student-led taste tests, offering workshops on hands-on gardening and providing education about equity in the food system. This is a program requiring skills in curriculum and program design, "on-your-feet" thinking, and an adaptive management style.

Responsibilities Include:

- Writing and renewing Farm to School and other grants to support funding in coordination with OKTEP staff.
- Meeting strategic program goals, maintaining program budget, evaluating program impact and success.
 - Monitor and report on all activities and extent of student and teacher participation through one-on-one meetings with leadership, staff meetings, and monthly progress reports.
- Coordinating all F2C educational programming in schools and communities in Oklahoma where at least 50% of families are classified as low income and where a high proportion of Native American families live.
- Partnering with schools, Tribal programs, and Tribal serving agriculture organizations in the planning and development of school and community gardens for interactive education.
- Coordinating, directing, and organizing curriculum planning for educational programming in the school setting, Tribal Youth programs and field trips.
 - Develop and teach indigenized curriculum in the areas of science, nutrition, food systems, sustainable agriculture, small-scale food production, and food preparation in an interactive, outdoor setting.
 - Work closely with Tribal partners and teachers as they plan and build capacity to use gardens as an outdoor classroom with their own cross-curricular lessons.
 - Model skills that partners need to feel comfortable using when in the garden to teach science standards and nutrition, physical activity and health promoting behaviors.
- Prioritizing illumination of indigenous food ways for Pre-K through high school youth, and periodically lead/coordinate community workshops, professional development for teachers and staff at Tribal Nations, or adult-level classes.

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Responsibilities Include (continued):

- Designing and coordinating summer programming.
- Participating in planning meetings with Tribal partners, school district administration, and community leaders around F2C programming as a whole.
- Communicating regularly with OKTEP leadership to ensure mission and goals are achieved.
- Participating in staff hiring, training, performance reviews, staff meetings, and management team meetings and planning as F2C grows.
- Managing and mentoring education staff, interns, and volunteers needed to support F2C programs.
- Developing and completing outcome assessments as needed to evaluate lessons and/or teacher effectiveness consistent with the SNAP-Ed evaluation framework.
- Evaluating program success via pre/post surveys and other tracking methods and provides written quantitative and qualitative evaluation reports and presents recommendations for next steps to support F2C sustainability to OKTEP staff.
- Maintaining a positive relationship and regular communication with existing partners.
- Continually seeking ways to expand the reach, depth, and impact of the program in coordination with Tribal partners, school districts, Tribal serving agriculture organizations, community leaders and volunteers, parents, students, producers, and other community organizations and coalitions.
- Applying adaptive management strategies to adjust program direction when feedback warrants.
- Keeping up to date on Tribal serving agricultural organizations, SNAP-Ed, FDPIR, regional, state, and National Farm to School happenings.

Qualifications:

- Bachelor's degree or higher in agriculture, education or related field; Master's degree preferred.
- At least 3 years of facilitation or teaching experience with PreK-12 youth.
- Working knowledge of and hands-on experience in small-scale sustainable food production gardening incorporating traditional ecological knowledge (TEK).
- Experience in leadership, management, and staff supervision.
- Must be able to motivate oneself and work independently while also working well in a team environment.
- Ability to perform basic computer skills, including Microsoft Office Suite and email.
- Proficient in public speaking/speaking in front of groups of youth and adults; effective written and verbal communication skills.
- Ability to be flexible and think on your feet in all situations; works well with people in all types of situations.
- Maintains good communication skills and interpersonal skills with children and parents; punctual, prepared and professional.
- Must be able to lift up to 50 pounds.
- Must possess a valid Oklahoma Driver's License, reliable transportation and vehicle insurance.
- Must be able to pass a background check.

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Preferred Experience:

- Community or grassroots organizing
- Cooking, food safety, food preparation and preservation
- Knowledge of native species, permaculture, sustainable agriculture
- Forming and maintaining connections with Tribal Nations in Oklahoma
- Comfortable talking to new people and sharing information
- Experience in fundraising and grant procurement
- Experience in utilizing social media for programming

Continuation of position is contingent on availability of grant funds.

Special Instructions to Applicants:

A complete application consists of:

1. Cover letter addressing qualifications for position.
2. Resume or Curriculum Vitae.
3. List of 3 professional references with contact information including e-mail address and phone number.

The review of applications will continue until the position is filled. For more information or to apply online visit www.oktep.com/careers.

For questions about the position, contact Jill Fox at jillfox@oktep.com.