Urban Roots Program Director Position

**Employer:** Urban Roots  
**Position:** Program Director  
**Posted:** April 2, 2013  
**Location:** Austin, TX  
**Website:** [http://www.urbanrootsatx.org](http://www.urbanrootsatx.org)  
**Contact:** jobs@urbanrootsatx.org

**Who We Are:**  
Now in its 6th year, Urban Roots is a youth development organization that uses sustainable agriculture as a means to transform the lives of young people and to increase the access of healthy food in Austin. On 3 ½ acres of urban farmland, Urban Roots’ Core Youth Program provides thirty Austin teenagers with paid internships, leadership and service opportunities, and teaches them important life skills. Urban Roots engages young people to learn about hard work, to connect with the land and food, and to serve their community. Through additional programming we engage hundreds of volunteers through team-building farmwork days on the land, provide educational tours to school and community youth groups, and donate thousands of pounds of farm-fresh produce to local hunger relief agencies.

**The Guiding Principles of Urban Roots:**  
1. We provide a High Quality, Transformational Experience for youth and community members.  
2. We celebrate “Rigor” and Meaningful, Hard Work.  
3. We build Strong Relationships.  
4. We cultivate Intentionality in our work.  
5. We engage our work with a Spirit of Celebration and Joy.  
6. We Honor and Respect Diversity.

**Job Summary:**  
The Urban Roots Program Director (PD) oversees all aspects of Urban Roots’ youth and community engagement activities and ensures strong systems for staff supervision and leadership development. The PD oversees and participates in the day to day operations of the Core Youth Program, leads the development of strategic plans, and is responsible for evaluating and planning the cost, effectiveness and mission-fit of program activities.

**Who You Are:**  
The ideal candidate is someone who has experience in managing and directing the nuts and bolts of a dynamic program. Applicants must be visionary and up-to-date with issues in the fields of youth development and sustainable food systems. You must have prior experience working with teenagers and an interest in community service, the environment, and multicultural teambuilding. We are looking for someone who enjoys working on a team as well as independently, who is dependable, organized, flexible, and has a sense of humor. We are seeking individuals whose own background and experiences reflect the rich diversity of the youth who participate in the program.

**Primary Responsibilities:**  
- **Admin**  
  - Recruit and hire new program staff  
  - Supervise, train, support and give critical feedback to program staff and volunteers  
  - Work to secure in-kind donations
Youth Internships and Community Programming
- Coordinate the planning and operation of all youth and community programming
- Work most Saturdays and some weekday evenings
- Facilitate workshops for youth Farm Interns

Farm Duties
- Assist with all farm activities including greenhouse work, planting, cultivating, harvesting, irrigation, and general field, orchard, and ground maintenance
- Leads and trains Urban Roots youth Interns in agricultural tasks
- Facilitates on-site volunteer activities, community meetings, and celebrations

Other Duties
- Provides support in development, special events, and other Urban Roots activities as needed
- Provide and receive supportive and critical feedback to and from staff and participants (youth and specialized volunteers) on a regular basis

Required Qualifications:
• 2 + years of experience as a Program Director in a nonprofit organization or as the head of a major component of a nonprofit, public or private sector organization
• Experienced in youth development, garden or farm-based education, outdoor education, or similar field
• Demonstrated success in effective management and supervision of staff
• Ability to align key stakeholders and cultivate partnerships with community organizations and government agencies
• A self-starter who is able to learn on the job and make tough decisions quickly; a quick learner, with excellent critical thinking skills and the ability to multi-task and prioritize in a fast-paced environment
• Excellent oral, written and interpersonal communication skills as well as experience being a spokesperson for a program or organization
• Ability to give and receive feedback to and from Urban Roots youth and staff
• Experience working outdoors and a passion for youth, environmental sustainability, food justice, and local food systems.
• Willingness to work a flexible schedule as dictated by the needs of the program
• Knowledge of the Microsoft Office Suite
• Driver's license, good driving record, and ability to drive a 15 passenger van

Desired Qualifications:
• Masters Degree in Nonprofit Administration, Social Work, Education, Public Health or related field
• Demonstrated success in financial management and budgeting for a nonprofit program
• Knowledge of the Austin community, youth development efforts, hunger relief activities, and the local food system

Compensation:
This is a full-time position, at a salary range $35,000-$38,000 commensurate with experience. Benefits include paid time off, access to farm fresh produce, and a health care stipend.

To Apply:
Submit a resume and cover letter to jobs@urbanrootsatx.org by May 10, 2013. No phone calls, please. Please reference Urban Roots Program Director in the subject line. Resumes without cover letters will not be considered. Approximate start date: June 3, 2013.

Urban Roots is an Equal Opportunity Employer that is committed to creating a multicultural organization. We actively seek a diverse pool of candidates for this position, especially candidates of color. We encourage all qualified candidates to apply. We will not discriminate in our hiring on the basis of race, ethnicity, national origin, age, gender, religion, sexual orientation, or disability.