



Grow Education Program Manager

Job Description

The Marion Institute ("MI") is building a movement. We engage individuals and communities in an integrative approach to whole-body health. We educate and empower by supporting, connecting and applying the science of self-healing. We believe optimal health is a basic human right, not a privilege.

The MI works toward these goals by focusing on advocating for food justice, building resilient communities, and promoting health equity. We also serve as a fiscal sponsor for our Greenhouse Initiatives which further expand our vision.

Grow Education ("Grow"), a program of the MI, supports teachers, engages families, and educates students in creating healthier eating and living habits. In partnership with school districts, we are building a more equitable food system that promotes ecological literacy, health and sustainability. Grow uses school gardens as a platform for experiential and project-based learning with programming that is inclusive of the surrounding community.

Primary Duties & Responsibilities

Program Management:

- Act as a liaison among Grow Farm to School ("Grow FTS") working partners and identify key community stakeholders within each district.
- Build authentic and strong partnerships with all stakeholders within school districts; students, teachers, principals and administration.
- Provide quality communications along multiple platforms with a variety of partners including grantors, community members, and school districts.
- Ensure and adapt to student and community needs, providing a responsive approach to diversity, equity and race issues.
- Support program educators, coordinators, and district partnership staff in utilizing Grow FTS curriculum and incorporating year-round programming into the classroom and cafeteria.
- Manage FoodCorps Service Members, monitor their activities in the schools, guide programming and lesson plans, and support their professional development, as needed.
- Work with Executive Director to integrate Grow Education with other Marion Institute programs, and aligned community partners.
- Provide monthly programmatic reporting to the Marketing & Communications Manager and quarterly reporting to the Board of Directors.



Outdoor Classroom / Garden Implementation:

- Responsible for coordination and management of outdoor classrooms and garden beds at participating schools.
- Catalog and maintain records of garden infrastructure at all gardens across multiple school districts.
- Create and implement long term maintenance plans for garden infrastructure.
- Implement educational workshops for students connecting MA State Frameworks to experiential garden lessons.
- Organize and schedule classroom presentations and programs with local farming and food system workers and advocates to support educational programming.
- Organize and implement events at schools for teachers, students and the greater community informing and advocating for Farm to School projects.
- Plan and implement professional development for program educators.
- Support educational and community-based programming implemented by Food Corps members and school garden staff.

Development and Fundraising:

- Support the research and writing of grant applications.
- Attend applicable pre-proposal workshops/webinars.
- Develop accurate and appropriate budgets for grants addressing programmatic needs and project goals.
- Implement data collection and record keeping for programmatic objectives and outcomes.
- Lead grant reporting.

Additional duties, as assigned.

Requirements & Skills

The candidate must possess the following:

- Ability to pass a Mandatory Criminal Record (C.O.R.I.) check.
- Skill to co-teach and lead lessons with classroom teachers, collaborate with cafeteria staff, and lead experiential garden workshops for students and their parents.
- General knowledge of food systems, access and equity.
- Respect for diversity of opinion, experience, and background.
- Enthusiasm, resourcefulness, and positive can-do attitude.
- Excellent verbal and written communication skills.
- Proficiency in Microsoft Word, PowerPoint, and Excel.
- Ability to travel by personal automobile to events and meetings.
- Occasional night and weekend work is required.



Preferred skills:

- Agriculture, farming and/or personal gardening experience.
- Experience teaching or working with elementary-aged children.
- Project management; prioritizing multiple schedules and timelines across several school districts and community partners.
- Multilingual candidates are strongly encouraged to apply.

Additional Details

This is a full-time in-person position. The MI offers a generous and competitive benefit package that includes health insurance, dental insurance, life & long term disability insurance, 403B and Roth retirement plans, an employee wellness reimbursement, paid sick time, and accrued paid vacation time. The salary range is \$55,000 - \$65,000 per year, commensurate with experience.

The Grow Program Manager reports to the Executive Director.

How to Apply

Please submit a **cover letter and resume** to Abigail Smith, Human Resources Manager, to asmith@marioninstitute.org or 202 Spring Street, Marion, MA 02738. Submissions without a cover letter will not be reviewed.

Application Deadline: Friday, February 10, 2023.

Hiring Policy:

We are committed to developing a team that reflects the communities that we serve and strive to accomplish our goals by actively seeking people who bring diverse backgrounds and perspectives to join us in our work.

As an equal opportunity employer, the Marion Institute will not discriminate in its employment practices due to an applicant's race, creed, color, religion, national origin, sex, sexual orientation, gender identity, age, veteran or physical/mental disability status, or any other factor prohibited by law.