

Position Description

Education Director

Employment Location: Bozeman, MT
Salary Range: \$45,000-\$50,000
Benefits: Subsidized employee health Insurance or FSA contribution; Flexible work schedule
Reports to: Executive Director



The Education Director oversees all aspects of Gallatin Valley Farm to School's (GVF2S) education and community programs. Programs include school & garden-based education, the Bozone Ozone Bus (BOB), family cooking nights, summer camps, cafeteria procurement of local produce, farm field trips, and teacher support. More information can be found at gvfarmtoschool.org

Roles and Responsibilities

Program Strategy, Oversight, and Evaluation

- Overall management of program implementation, including scheduling, staffing, curriculum, communication with program partners, and alignment with GVF2S strategic plan, community needs, organizational policies and procedures, and risk management protocols
- Hiring and supervision of well-qualified program staff, interns and volunteers, including training, implementation of human resource procedures, and feedback/performance assessments where required
- Development and implementation of an evaluation framework to assess program strengths and areas for improvement, including tracking of key performance indicators
- Ensure programs operate within approved budgets
- Contribute program information, updates, and outcomes to funding proposals/reports, organizational communications, and outreach materials
- Collaborate with Board of Directors Program Committee to ensure ongoing progress toward program key performance indicators
- Oversee maintenance of school gardens
- Plan, implement and evaluate community education and outreach events

Generation and Stewardship of Program Partnerships

- Ongoing assessment of overall programming to ensure GVF2S is creating the greatest community impact
- Stewardship of existing program partners to facilitate continued engagement
- Outreach to potential school and community partners to generate program interest and engagement
- Identify and pursue potential funding and fee-for-service opportunities to expand the reach of programs

General Organizational Engagement

- Collaboration with other staff and board members in strategic planning, fundraising, communications, and overall organizational needs
- Other related duties as assigned

Position Qualifications

- Able to work collaboratively as part of a high-performing team, while setting and achieving strategic goals
- Knowledge about and passion for food, nutrition, cooking, gardening, environmental science, and agriculture and the ability to spread that passion to others
- Experience in teaching, education, or program facilitation and successful program management
- Able to evaluate both educational programming and the effectiveness of educators
- Experience managing a staff team of part-time/full-time employees, interns, and volunteers
- Willingness to work with young people in outdoor and classroom environments, be physically active, and be outdoors (in all conditions), when necessary
- Strong organizational and time management skills with the ability to set and meet deadlines with attention to detail
- Able to take initiative, problem solve, be innovative, and maintain flexibility, especially as it relates to program implementation in the time of COVID-19
- Able to develop and maintain positive relationships with staff, board members, program partners, funders, volunteers, interns, and others
- Demonstrate high quality in-person, written, and digital communication skills
- Proficiency with a variety of computer applications such as Google Drive, Microsoft products, Dropbox, Asana, etc.
- Able to work a flexible schedule including some evenings and weekends
- Must have valid driver's license and be able to safely and confidently operate or learn to operate a full-size school bus
- Possess CPR and First Aid certification or be willing to obtain
- Employment is dependent on successful background check and motor vehicle record meeting the required standards

How to Apply

Email a cover letter, resume, and contact information for three references as a single pdf titled "Last Name_First Name – Education Director" with the subject line "Education Director" to lunchbox@gvfarmtoschool.org

Application Deadline: Friday, August 21, 2020 at 7 p.m. MST

Interviews will take place on August 26, 27, and 28, 2020

Gallatin Valley Farm to School is a 501(c)3 non-profit organization that connects kids and families with local food in the garden, classroom, cafeteria and community. We are committed to providing employment opportunities to all qualified people regardless of economic or social status and will not discriminate on the basis of race, color, ethnic origin, national origin, creed, religion, political belief, gender, sexual orientation, marital status, age, veteran status, or physical or mental disability.