



farming hope

Program Director

Part-time: 10-20 hours / week

Location

San Francisco, CA

Reports to

Executive Director

Organization Description

Farming Hope is a non-profit social enterprise that operates a food business and gardens. Our mission is to employ and empower neighbors experiencing or at risk of homelessness to grow food and feed others. We place an emphasis on employment training and skills-building to set our employees up for sustained employment on their journey out of homelessness. This is accomplished through employment in our community pop up meals; building and maintaining gardens that produce food for our meals; and through individualized programming that emphasizes setting and working toward goals, work readiness, and community engagement. Farming Hope was born out of the Stanford Design School and we use key principles of Human Centered Design in our operations. We encourage participation and feedback from employees in all levels of the organization. A special emphasis is placed on connecting with the population we serve, being open to feedback, and testing new ideas to learn as much as we can and create the best Farming Hope program.

Position Description

The Program Director will be responsible for developing and executing the Farming Hope employee program. In addition, they will develop positive relationships with Farming Hope employees through monitoring, managing, and partnering with them to support their program success. This requires an individual who is a collaborator and self-motivated.

The Program Director will have the crucial -- and exciting -- opportunity to make a real difference in the future lives of our employees. They will provide structured support for employees during their time working and training with us, and set them up for greater success in finding full-time employment after leaving our program.

Think of this position as an employee success manager. Our nonprofit does not provide direct services; we are a transitional employer, focused on providing a welcoming job and training. Services such as housing and healthcare support are provided by our partner agencies. Farming Hope transitional employees must work with a partner agency while working with us. This position will not require the employee to re-create programs for job counseling or case management. Instead they will partner with our existing and new service partners to co-manage employees while they work with us and after graduation. Existing community services are strong; we simply need one specialized employee to coordinate our partnership efforts.

The ideal candidate will have 1-5 years of experience in related fields including employment services, job training, and/or nonprofit management.

This position is part-time with the potential for full-time as funding is obtained. Some flexibility in scheduling will be necessary for week-to-week scheduling. As a small startup nonprofit, we hope to hire someone interested in growing with our organization into a director level position.

Responsibilities include, but are not limited to:

Program Development

- Initiate and foster relationships with partner service organizations for referrals to Farming Hope
- Further develop the program application process and procedures
- Oversee interviewing and hiring of new candidates
- Manage basic employee information and contact with potential employees
- Create, implement and track incentives for completion of programmatic exercises including applying for work, meeting job training milestones, and meeting personal goals
- Develop program exercises which contribute to desired outcomes for employees
- Develop and coordinate continued engagement of program graduates
- Develop and maintain relationships with outside hiring partners by helping start a post-graduation employment pipeline

Average work week

The typical work week for the Program Director might include:

- Meet with partner organizations to identify qualified candidates for employment
- Research new partner organizations for hiring and co-managing our staff
- Research Workforce Development partnerships to subsidize employment for our team, and for post-graduate employment at a partner organization.
- Life coaching with current employees to help them stay on track with work and housing goals
- Meet former employees for coffee for their 1 month, 3 month, and 6 month check-ins
- Build relationships with potential employers including restaurants and kitchens, to create hiring pipeline for our graduates
- Document metrics and how-to in our manual, to ensure records for future scaling and funding

Qualifications

Primarily we are looking for people with these qualities:

- *Self-starter*: We are building our organization and working with a population facing many challenges, so we are looking for individuals who can thrive independently in a more fluid and less-structured environment. You'll require strict self-discipline and follow-through in this job.
- *Lived experience, not just passion*: Do you bring knowledge of program management, social services, or job training to our organization? Management staff contribute more when they bring in experience in the field.
- *Commitment to transformation*: We want to empower those experiencing homelessness to be community leaders; we want our food system to be more sustainable for all; we want our staff to think differently about charity and justice. Sound like something you want to help build?

Additional qualifications that are not necessary but would benefit an applicant: Spanish language skills, ServSafe food safety certification, fundraising experience.

To apply

Send your cover letter and resume to team@farminghope.org, along with any questions.

*Farming Hope is an equal opportunity employer. We enthusiastically accept our responsibility to make employment decisions without regard to race, religious creed, color, age, sex, gender, sexual orientation, gender identity, national origin, religion, marital status, medical condition as defined under State law, disability, military service, pregnancy, childbirth and related medical conditions or any other classification protected by federal, state, and/or local laws and ordinances.

Please visit farminghope.org for more information.