



Program Manager

Full time salaried position

Location

San Francisco, CA, remote 2-3 days per week possible

Compensation

\$60,000-\$72,000 salaried, based on years of experience

100% employer funded health & dental benefits after 90 days

Application Deadline

January 17, 2022

Job Overview

Farming Hope is a transitional employment nonprofit. We manage a 12-week, paid, on-the-job training program. We help job trainees, or Apprentices, learn the hard skills of working in a kitchen and garden, and the soft skills of sustainable employment, particularly confidence, resilience, and empathy.

This is a challenging role, but Farming Hope is a collaborative, vibrant place to work, centered on our staff and Apprentices. The rapport and relationships you can build with Apprentices and community partners would likely be the most fulfilling part of your job, along with the delicious daily food and connection to community.

The Program Manager is the #1 advocate for our Apprentices and is responsible for overseeing the success of 8-12 Apprentices simultaneously. The role will emphasize:

- **Apprentice recruitment & retention**
- **Job skills classes and soft skills classes**
- **Data tracking**
- **HR and personnel management**
- **Team rituals to foster community, like alumni dinners and Wellness Circles**
- **Building relationships with program partners (ie caseworkers) and hiring partners (ie restaurants) through meetings, site visits and co-hosting our open houses**
- **Supporting Apprentices to secure and maintain full-time work post-graduation**
- **Continuous program improvement to best support each Apprentice as an individual**



We are a safe, supportive, transitional workplace for our Apprentices, but we do not offer wraparound services beyond the job and job training. Instead we rely on external Referral Partners for ongoing support like traditional case management for Apprentices.

In this role there are intentional opportunities to learn and grow as a manager, as well as an inclusive community leader. We intend to tailor the exact work assignments to the superstar candidate we ultimately find, and the unique preferences and skills they bring to our mission. As a job training nonprofit, Farming Hope advances a culture of continual learning and professional development, emphasized by our participation in national networks and conferences including Catalyst Kitchens, as well as weekly check-ins and open access to colleagues and external mentors for coaching and support. *There is intentional opportunity for the person hired to be promoted to a director-level role such as Program Director within two years.*

Candidate Qualifications

- Employment Specialist or similar casework experience
 - 3+ years experience
- Data entry and computer literacy
- Excellent coaching, written and verbal communication skills
- A self-directed mindset, able to manage oneself, take initiative and prioritize multiple tasks and projects
- Highly organized and detail-oriented
- Comfortable with ambiguity
- Commitment to systemic transformation

Other beneficial qualifications: Spanish fluency; lived experience of barriers to employment; foodservice experience; management experience; customer service experience.

Relevant Experiences (Applicants should have some of the following but need not have all)

- Lived experience, training, and/or case management experience with folks experiencing major barriers to employment (i.e. homelessness, incarceration)
- Managing teams, clients, and program partners
- Employment placement and workforce development
- Knowledge of trauma-informed care
- Balancing interpersonal work (teaching, meetings, calls) and independent work (admin, data entry, research, HR compliance)



About Farming Hope

Farming Hope is a 501(c)(3) nonprofit. We create triple impact through paid job training, free community meals, and food recovery, at our three locations: our social enterprise restaurant at Manny's in San Francisco's Mission District, our community food hub called Refettorio SF in the Civic Center, and our training garden in the Western Addition neighborhood. Our Apprentices overcome major barriers to employment, primarily experiencing homelessness or being formerly incarcerated.

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.

At Farming Hope we have a clear vision to be a place where a diverse mix of talented people are able to learn, teach, and grow. Diversity is more than a commitment at Farming Hope—it is necessary to advance equity and inclusion for the Apprentices in our training program and our diners in the community.

To Apply

Send your **cover letter and resume** as PDF files to hire@farminghope.org.

Please answer this question in your cover letter: What professional and/or personal experience do you bring that would most catalyze improved outcomes for our job training Apprentices? Use numbers, stories, and be specific.