

**Program and HR Director**

Full time salaried position

Location

San Francisco, CA

Compensation

\$90,000 - \$93,000 salaried, based on years of experience

100% employer funded health & dental benefits after 90 days

Application Deadline

January 31, 2024

Reports to: Co-Executive Director

Overview

Are you interested in joining a committed team that is passionate about changing the world, one meal at a time? Then you may find yourself at home at Farming Hope.

Our goal is to empower our Apprentices, to nourish our guests, and to inspire our community. This makes for a dynamic and fulfilling work experience. We are a small team where everyone is a problem-solver who can execute with ownership. For people with a love of food and who have a deep desire to make an impact, it's game-changing work in a fun and engaging space with a meaningful culture.

Organization Description

Farming Hope is a 501(c)(3) food justice nonprofit and culinary job training program. Our paid, transitional employment program helps adults transition to personal well-being while nourishing food-insecure neighbors and rescuing food from going to waste.

Our Apprentices are overcoming obstacles to employment as they seek to reenter the workforce. Some are justice impacted, housing insecure, in recovery, refugees, survivors of a crime, or long-term unemployed. We offer on-the-job training at our community food hub, Refettorio San Francisco.

We are a highly collaborative, community-based organization dedicated to making a difference. Learn more about our organization at farminghope.org.

Job Overview

The Program Director is a crucial role responsible for overseeing the success of our Apprenticeship Program and leading our HR Operations. The Program Director will manage the Program Manager and the team of approximately 15 Apprentices per cohort. Cohort sizes may increase over time based on organizational bandwidth and training opportunities.

Program Responsibilities:

- Lead all aspects of Farming Hope's Apprenticeship Program, from recruitment to graduation to alumni engagement
- Support Apprentices in securing and maintaining full-time work post-graduation
- Develop Employment Partnerships with local food businesses to help our program participants and graduates gain employment
- Develop tracking systems for alumni success outcomes while working with employers for feedback on employment readiness
- Oversee the continued development and improvement of Apprentice Curriculum for improved outcomes, collaborating with Program and Culinary team
- Co-lead weekly "Apprentice Circles" which including team building and job-search skills training
- Create evaluation and reporting systems to track impact data and supervise implementation
- Collaborate with Development team on funding and grants requirements including program budget and reporting deliverables
- Represent the Apprenticeship Program with the leadership team in shaping Farming Hope's long-term vision and strategic plan

HR Leadership responsibilities:

- Oversee all HR Operations and ensure all company HR policies are applied consistently and in compliance with local, state and federal regulations
- Lead payroll processes and conduct weekly payroll
- Oversee benefits administration
- Manage any complaints, investigations
- Organize team celebrations and employee recognition
- Manage worker's compensation
- Lead recruiting, interviewing, hiring and onboarding
- Supervise annual performance review process and compensation benchmarking process

Candidate Qualifications

- 3+ years as Workforce Development Vocational Counselor, Job Coach, Employment Specialist or similar casework or teaching experience
- 3+ years experience in HR Administration
- 3+ years in a Leadership role managing teams
- Experience developing and executing workforce development program curriculum
- Knowledge of performance evaluation techniques and key metrics
- A self-directed mindset, able to manage oneself, take initiative, and prioritize among multiple tasks and projects
- Excellent coaching, teaching, written and verbal communication skills
- Highly organized and detail-oriented
- Networking skills for developing employment partnerships
- Commitment to systemic transformation
- Bilingual in English and Spanish

Other beneficial skills and experience (not required)

- Knowledge of trauma-informed care
- Lived experience, training, and/or professional experience with folks experiencing major obstacles to employment

About Farming Hope

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.