

## **Program Associate, Farm to Early Care and Education**

### About the National Farm to School Network

National Farm to School Network (NFSN) is an information, advocacy, and networking hub for communities working to bring local food sourcing and food and agriculture education (including school gardens) into schools and early care and education settings. Farm to school activities, when firmly centered in equity, can create opportunities for children and families to make their own food choices, while strengthening the local economy and contributing to vibrant communities. NFSN provides vision, leadership, and support at the state, regional, and national levels to connect and expand the farm to school movement. Our network includes national staff, partners from states, Washington D.C., U.S. Territories, and Native nations, an advisory board, and thousands of farm to school supporters. For more information, please visit [www.farmtoschool.org](http://www.farmtoschool.org). NFSN is a project of Tides Center, the nation's largest fiscal sponsor. Tides Center is a nonprofit organization based in San Francisco that works with individuals, groups, and funders to implement and accelerate positive social change in the nonprofit sector. For more information, please visit [www.tides.org](http://www.tides.org).

### Summary

The Program Associate will implement NFSN's [Farm to Early Childcare and Education](#) (ECE) efforts by uniting ECE stakeholders, fostering leaders, and movement building. Responsibilities include resource creation, project implementation and evaluation, networking and facilitation, and partner capacity building. This is a remote, full-time exempt position that is 40 hours per week. The Program Associate is part of NFSN's Programs Team and reports directly to the Program Manager.

### Essential Duties and Responsibilities

Under the direction of the Program Manager, develop and implement farm to early care and education efforts. Activities include:

- Center all farm to ECE efforts in racial and social equity.
- Cultivate relationships and engage strategically with ECE stakeholders.
- Participate in ECE coalition spaces and represent NFSN.
- Increase NFSN partner representation of ECE sites, support organizations, and stakeholders.
- Facilitate peer learning and foster leadership development for ECE stakeholders.
- Coordinate resource creation and dissemination via the NFSN Farm to ECE and NFSN Partners listservs; monitor and respond to listserv activity.
- Support the development and implementation of farm to school and ECE projects.
- Monitor progress toward farm to ECE project goals and deliverables; ensure alignment with project timelines.
- Lead creation and submission of required grant reporting.
- Support organizational and programmatic evaluation efforts related to farm to ECE impact.



- Provide technical assistance through emails, calls, face-to-face trainings, and webinars.
- Collaborate with NFSN's Communications and Development Teams on storytelling and fundraising efforts.
- Identify and elevate ECE policy opportunities to NFSN's Policy Team.

#### Other Duties and Responsibilities

- Prepare for and participate in Programs Team meetings, NFSN staff meetings, and organizational events, as needed.
- Attend and present at relevant conferences and events, on behalf of NFSN, as needed.
- Complete organizational reporting and tracking activities
- Travel as needed

#### Education and/or Experience

One to three years of demonstrated success in the following:

- Experience in farm to ECE implementation at the local, state, or national level
- Project management
- Diverse stakeholder relationship building and development
- Presenting and facilitating workshops and coalition spaces

The following experience is preferred:

- Lived experience from communities that NFSN seeks to partner with and support, including BIPOC communities
- Experience in policy development and advocacy

#### Knowledge, Skills, and Abilities

- Familiarity with early care and education, including ECE systems and unique opportunities in and challenges for early childhood farm to ECE efforts
- Content knowledge in racial and social equity principles and capacity to apply and advance equity in farm to school
- Ability to operate in a remote work environment, including proficiency with web-based communications channels
- Self-motivated, demonstrating leadership skills
- Sound judgment and critical thinking
- Collaborative nature, developing good working relationships with all staff, partners, and contractors
- Ability to operate in a fast-paced environment, handling multiple tasks
- Exceptional troubleshooting and problem-solving skills, ability to resolve issues proactively and creatively



- Excellent time management and organizational skills
- Strong oral and written communication skills
- Passion and interest in NFSN's mission and activities
- Familiarity with Google Drive and Microsoft programs (Word, Excel, PowerPoint, etc.)

### Organizational Relationships

The Program Associate will be a member of the Programs Team and report directly to the Program Manager.

### Compensation and Benefits

This is a full-time (40 hours per week), exempt position with a salary of \$50,000\* and a generous benefits package that includes:

- Paid holiday, vacation, sick, and family leave
- Medical, dental, health, and vision
- 403(b) retirement plan with employer match contribution up to 5%
- Employee Assistance Plan
- 100% remote work with flextime policy
- Work From Home (WFH) monthly stipend for remote office expenses
- Professional development assistance

\*NFSN is in the process of developing a new equitable compensation model with the intent to improve transparency and align compensation with NFSN's values. Anticipated to go into effect by mid-2024, NFSN salaries, including the Program Associate, will be adjusted based on the new model. Compensation will not be reduced as a result of this process.

### Culture

NFSN is undergoing significant transformation to align internal systems and external programming with NFSN's [Call to Action](#). This includes updates to our mission, vision, and core values, and ongoing assessment and refinement of NFSN practices, policies, and programs to identify and address white supremacy culture. Work is in progress and requires all staff – including new employees – to possess a deep commitment to racial equity and to disrupting inequities, both organizational and systemic.

### Physical Demands

This position requires approximately 8 hours per day either sitting at a desk (responding to emails, developing materials, or being on the calls), or attending meetings outside of the office. This position requires some travel to conferences and events within the United States to represent NFSN, and to attend organizational events and meetings.

### Work Environment



This is a remote position, and applicants may be located anywhere within the United States. This position will be working from a remote office/home office setup. While performing the responsibilities of the job, these characteristics are representative of the environment the employee will encounter: a basic office environment and visits to schools or farms, conference centers, or hotels where events are being held.

#### Application Instructions

The deadline for this application is 11:59 pm PT on February 18, 2024. To apply for this position, please complete this screening form: <https://forms.gle/C82Zmbq1QAv4enwg8>. Candidates who advance past the screening will be asked to submit a resume and participate in interview(s). Final candidates may be asked to complete assessment activities, provide existing work product samples, and/or provide contact information for professional references.

*National Farm to School Network, a project of Tides Center, is an “at-will” and equal opportunity employer. Applicants and employees shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, mental or physical disability, sexual orientation, gender (including pregnancy and gender expression) identity, color, marital status, veteran status, medical condition, or any other classification protected by federal, state, or local law or ordinance. Applicants from groups most impacted by systemic inequities, including people of color, are strongly encouraged to apply.*

*Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application.*