

- POSITION ANNOUNCEMENT -

Urban & Environmental Policy Institute
Occidental College

PROGRAM MANAGER, FARM TO PRESCHOOL PROGRAM

About the Organization

The Urban & Environmental Policy Institute (UEPI) is a community oriented research and advocacy organization based at Occidental College in Los Angeles, CA. UEPI serves as the umbrella for a variety of affiliated programs addressing work and industry, food and nutrition, housing, transportation, regional and community development, land use, and urban environmental issues. UEPI functions both as an academic center with strong community ties and a community-based organization with a research and policy development capacity.

UEPI includes a number of innovative food projects which have the broad mission of fostering a more just, democratic and sustainable food system. These food projects seek to improve access to fresh and healthy foods in all communities, particularly those where access is most limited, and to facilitate environmental, health promotion, community development, social justice, and land use strategies that empower local communities and strengthen the capacity of small regional farmers.

Position Description

UEPI is seeking a candidate for the position of Farm to Preschool Program Manager to advance the work of a newly developed project that would be connected to UEPI's farm to institution programs. The Program Manager's primary responsibilities will be to establish no fewer than two pilot farm to preschool projects that connect preschools in the Los Angeles area with healthy and fresh food provided through local farmers. The Project Manager will be responsible for recruiting preschools and farms to participate in the program, and providing nutrition and agriculture education opportunities for students, staff, and parents in the target communities. This work will build upon our past experience in farm to institution work in the Southern California region. The Program Manager will collaborate closely with existing farm to school and farm to institution program staff as well as other UEPI projects that work towards improving the access of healthy affordable foods in schools, institutions and communities.

Job Responsibilities:

- Develop relationship between preschools and local farmers
- Oversee implementation of at least two farm to preschool programs
- Coordinate, promote, and facilitate in-class nutrition and agricultural education for preschool staff and students
- Develop farm-related curriculum for teachers to use in classroom
- Conduct outreach and education with parents of preschool students
- Arrange and schedule 'farmer in the classroom' visits
- Organize, promote, and host site visits to pilot project site
- Research and create model preschool wellness policy information
- Work with medical professionals to create school-based workshops on health and nutrition at schools
- Assist in conducting an evaluation of the pilot program at two preschool sites
- Organize regional farm to preschool informational workshop showcasing pilot program
- Develop content for a farm to preschool section of a national website
- Share project activities and findings at state and national conferences
- Participate in UEPI- wide activities including contributing to department events and supporting other projects.

Required Qualifications:

- Bachelor's degree or equivalent work experience in community food systems, farming and/or farmers' markets, food distribution systems, institutional purchasing or food service.
- Excellent written and oral communication skills
- Program management experience
- Ability to make presentations to and engage diverse groups of people, including farmers, food service professionals and distributors
- Detail-oriented and well organized
- Self motivated, hard working, and dependable
- Strong computer competencies including Microsoft Word and Excel
- Must have own transportation, and be willing /able to work some evenings and weekends, and travel to conferences around the state and country as needed. Work schedules can be flexible.

Desired Qualifications:

- Advanced degree or equivalent experience in Community Food Systems, Public Health, Nutrition, Urban Planning, Social Welfare, Environmental Policy, or related field
- Experience working in/with preschool/schools and/or school food services
- Experience with farmers, farmers' markets and/or community/school garden organizing
- Other computer skills such as desktop publishing and web management
- Experience writing and submitting grants
- Proficiency in Spanish

Starting annual salary ranges from \$38,000-\$45,000, based on qualifications, with benefits including health, dental, and vision plan; paid vacation; and retirement benefits. This is a two-year full-time position with possible extension based on funding availability.

How to Apply

Please e-mail resume and cover letter to resumes@oxy.edu

Deadline for applications is February 1, 2009

If you do not have access to e-mail, please fax or mail your resume and cover letter to:

Human Resources
Occidental College
1600 Campus Road
Los Angeles, CA 90041

Fax: (323) 341-4957

For more information about UEPI and our related farm to institution programs, visit www.uepi.oxy.edu.

Occidental College is an equal opportunities employer.