

**CUESA (Center for Urban Education about Sustainable Agriculture)** is a nonprofit organization dedicated to growing thriving communities through the power and joy of local food. Our vision is to inspire a world that nourishes all people, local economies, and the living earth. CUESA is committed to centering equity and inclusion in our programs and across all aspects of our organization.

The Education Manager is responsible for implementing two of CUESA's online education programs within our current COVID-19 parameters. The Education Manager will execute our Foodwise Teens program, now in a hybrid, distance-learning and in-person format. This position will also craft online educational experiences for adults, including panel discussions and video stories featuring local farmers and food system innovators. This position works collaboratively with CUESA's three department directors to deliver mission-driven content to children, teens, and adults to increase their understanding of and connection with food and agriculture, and requires both in-person and remote work. This position will review and revise education programs that are currently on pause during COVID-19 to better enhance their impact when we are able to restart them. CUESA's education programs include Foodwise Kids, Foodwise Families, Foodwise Teens, Foodwise Talks, and Farmers Market Education Programming, including cooking demos and other interactive education.

### **Primary Responsibilities**

1. **Support Foodwise Teens in collaboration with CUESA's Foodwise Programs Coordinator.** CUESA's Foodwise Teens program is a paid after school internship for high school students to explore food justice while gaining experience in growing produce, preparing food, and working at CUESA's farmers markets. Foodwise Teens offers students training in environmental and culinary education, customer engagement, and general job readiness. Students develop healthy eating habits, a closer connection to nature, and gain transferable life and career skills.

#### **Example responsibilities:**

- Serve as primary liaison with school and community partners
- Facilitate, implement and revise curriculum (currently online) and plan program timelines
- Recruit and interview students for program participation
- Recruit and supervise adult interns to support the program
- Lead students in practical garden and culinary work
- Facilitate farmers market work days
- Conduct surveys and program evaluation
- Advise on program budget, and track and report on program expenses

2. **Develop, organize, and execute public educational programming for online formats.** Collaborating closely with colleagues, the Education Manager will design and execute online educational experiences to reach CUESA's multiple audiences, including adults, families, and youth, based on educational messages and goals.

#### **Example responsibilities:**

- Collaborate with department directors to execute online panel discussions.
- Execute in-market educational videos, acting as the public host of the programming.
- Recruit and coordinate involvement of farmers, chefs, partners, and other experts.
- Develop online written content and other educational pieces.

3. **Collaborate across departments:** The Education Manager will work collaboratively with CUESA staff in marketing and communications, development, and market operations to support additional educational and general organizational activities, as needed.

**Example responsibilities:**

- Develop training or other opportunities for market operations staff to assist with in-market educational programs
- Work with market operations team to create tactical plans for in-market programming
- Contribute content to the monthly newsletter sent to all businesses who sell in our markets
- Support Market Match and Food Access education in the farmers market
- Implement Equity Frameworks within Education programs
- Support CUESA fundraising events
- Provide program updates as requested for fundraising and grant reporting

**Required Knowledge**

- Foundational understanding of sustainable food systems and their structures, especially food access and food equity issues, with a clear sense of the Bay Area food landscape in particular
- Significant knowledge of youth education strategies and methods, including youth development
- Multi-cultural competency and familiarity with working with and supervising teens from diverse backgrounds in San Francisco
- Significant knowledge of equity frameworks and the implementation of them in nonprofit settings
- Basic competency working and teaching in kitchen and garden settings
- Familiarity with farmers markets and small farm operations

**Required Skills & Experience**

- Demonstrated expertise in teaching youth and understanding youth development
- Successful track record working with and managing teams and supervising others, including staff, interns, and volunteers
- Proficiency in collaborative decision making
- Demonstrate commitment to sharing information about gardening, cooking, sustainable agriculture, food access, local food systems, and food justice
- Excellent public speaking skills
- Enthusiastic personality and a positive, can-do attitude
- Ability to establish and maintain great working relationships with a variety of constituents such as students, teachers, school district administrators, fellow educators in the nonprofit space, funders, colleagues, farmers market sellers, volunteers, donors, and event attendees
- Strong writing skills and attention to detail for a variety of correspondence such as grant applications and reporting, policies/procedures, informational documents, and contracts
- Strong interpersonal and communication skills and emotional intelligence
- Demonstrated experience managing project and program budgets
- Computer and software proficiency: Adobe, Google Suite, Microsoft

**Desired Skills & Experience**

- Language proficiency in Spanish or Chinese
- Expertise in curriculum development and program evaluation
- Familiarity with Salesforce platform
- Video filming and editing skills

### **Job Parameters**

- This is a full-time, salaried position based on 40 hour/week.
- The work schedule is Tuesday - Saturday, generally 8 hours/day, with evenings as needed. Evening obligations are generally no more than twice a month. Some flexibility in the weekend schedule is possible.
- Salary is set at \$62,000 (non-negotiable) and includes workers compensation coverage, earned sick leave, paid vacation, and holidays. Medical, vision, and dental care benefits are provided.
- This position works directly with youth and will require a DOJ background check and TB testing.
- This position requires in-person work when running programming at the farmers market, deemed an essential function. Personal Protective Equipment is provided, and all mandated social distancing and health requirements are followed. Non-farmers market/in-person work may be conducted from home during the pandemic.
- This position reports to the Executive Director.

**To apply, please send a cover letter and resume to [jobs@cuesa.org](mailto:jobs@cuesa.org) by EOD Monday, September 14, 2020. Email submissions only; no phone calls please.**

*CUESA is an equal opportunity employer that strives to create a diverse, equitable and inclusive workforce. We strongly encourage people of color, LGBTQ individuals, and people with other marginalized identities to apply.*