



## **JOB ANNOUNCEMENT**

### **Programs and Events Manager**

#### **Pescadero, California**

Deadline for Applications: March 15th, 2018

#### **About Pie Ranch:**

Pie Ranch is a working organic farm, an education center and an organization building partnerships for a healthy and just food system. We envision a world where:

- All people know and value where their food comes from.
- Farmers have access to land and capital to build farms directly linked to local residents, businesses, and schools.
- Agricultural lands are preserved and enhanced for generations to come.

For more information on the organization, see <http://www.pieranch.org/>

#### **About the Position:**

The Programs and Event Manager (PEM)'s main primary duties include activities related to the coordination and planning of on-site programming and rentals, event planning, and administrative and social media communications. The PEM coordinates, develops and implements programs that align with the organization's mission and support the organization's goals. The PEM schedules programs and events, creates program materials, establishes staffing requirements, and ensures that program achieves stated objectives. This position reports to the Co-Founder/Co-Director.

#### **Job Responsibilities:**

##### *On-Site Programming, Site Rentals, Events and Weddings*

- Schedule, market, set-up, staff, and invoice all on-site programming (tours, meals, pie bakes, farm projects, overnights). This includes staff events, corporate group off-sites, private groups, as well as partner/non-partner school groups,
- In collaboration with Youth Programs Managers, plan, coordinate and lead public or school groups in tours and facilitate farm based programs
- Provide site tours when needed.
- Schedule and manage chefs, support staff and volunteers involved in farm education programs.

- Hold the programming calendar and serve as a communication conduit between members of program team, farm team, executive directors, and admin staff about upcoming programs and events.
- Manage and maintain inventory of program food, furniture, and supplies.
- Oversee evaluation and data collection of youth and public programs.

*Annual Events Planning Co-Chair:*

- Annual Donor Thank you dinner (tasks include but are not limited to: rentals, event set-up, staff coordination)
- Annual Farm to Table Fundraising dinner (tasks include but are not limited to: contractor management, live auction organization, oversee staff roles, facilities management, event set-up, staff coordination)

*Marketing and Social Media Responsibilities:*

- Monthly Newsletter & Database
- Website updates – and liaison with Web Design consultant.
- Facebook and Twitter/Monthly updates with support from Farmstand Manager

*Finance Responsibilities:*

- Work with the Finance Manager to create and maintain a Programs Budget, tracking and monitoring revenue and expenditures.

**Knowledge, Skills, and Abilities:**

*Required:*

- Bachelor Degree or equivalent professional experience
- A minimum of three years of experience in a similar role
- Experience working with youth and adults of diverse backgrounds in a classroom or garden context.
- Youth leadership development experience and skills.
- Strong organizational, coordination, and collaboration skills.
- Strong ability to communicate clearly and enthusiastically with students, teachers, and the public.
- Experience with developing curriculum, educational tools, lesson plans, and activities related to sustainable agriculture and food justice.
- Ability to plan and manage program budgets.
- Commitment to Racial Justice and Anti-Oppression work.
- Understanding that work is within the rustic reality of a farm.
- Understanding of and commitment to food sovereignty and food justice.
- Commitment to personal health and interest in cooking and nutrition.
- Experience working collaboratively in a team environment with successful outcomes.
- Professional, friendly, and enthusiastic personality.
- Proficiency with Word and Excel or Google Docs/Sheets.

*Desired:*

- Interest in long-term commitment and growth.
- Bilingual: English and Spanish.
- Residence in close proximity to the farm.
- Education experience in sustainable farming, food systems, and food justice.
- Experience and interest in developing evaluative tools and implementing educational program evaluation.

*Work-Specific:*

- Access to computer for work-product development and for communication with colleagues and collaborators.
- Valid California Driver's License, ability to drive, and access to a vehicle for travel to farm and to other work-related destinations.
- Criminal background checks required.

**HOURS AND COMPENSATION:**

This is a full-time, exempt, position located in San Mateo County. Salary is commensurate with experience. Generous benefits package including medical, dental, and vision is offered.

**APPLICATION: Interested and qualified candidates should provide the following via email to [employment@pieranch.org](mailto:employment@pieranch.org). No phone calls, please.**

- Cover letter describing your interest and qualifications in this position
- Resume
- Three references

***Applicants only. Recruiters, please don't contact this job poster.***

***Pie Ranch is an affirmative action/equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.***