Cultivate Charlottesville
SEEKING APPLICANTS. Open August 12, 2021
APPLICATIONS ACCEPTED ON ROLLING BASIS
Title: City Schoolyard Garden Farm to School Coordinator

Scope of Work: Cultivate Charlottesville is seeking applications for the CSG Farm to School Coordinator position as part of our City Schoolyard Garden Program. The CSG Farm to School Coordinator is primarily responsible for engaging Charlottesville City School (CCS) students, nutrition staff, and CSG Garden Coordinators in a collaborative healthy schools project that increases students’ consumption of healthy, from-scratch cooking during the school day. The Cultivate Charlottesville team recognizes the impact of systemic racism, individual bias, and white supremacy on the Charlottesville community and all team members work to recognize, respond to, and dismantle inequities in the work we do.

Position Description
The City Schoolyard Garden Farm to School Coordinator core functions include:

1. Collaborative Design of Healthy Menu Items
   a. Working closely with the CCS Nutrition Director develop fresh, from scratch menu items that meet federal requirements, are affordable, can be sourced locally and are endorsed by students.

2. Promote Healthy Eating & Student Leadership
   a. Provide outreach materials (signage, announcements, information, etc.) to students and community highlighting the healthy schools initiatives at CCS.
   b. Prepare and coordinate taste-tests at schools for students of healthy food options for the cafeteria.

3. Promote Increase in School Meal Participation
   a. Collaborate with CCS Nutrition Director and staff on cafeteria and equipment upgrades.
   b. Research, coordinate, and/or facilitate additional program improvement efforts as the healthy schools project develops.
4. **Engage in Youth Leadership Efforts**
   a. Working closely with the CSG Program Director, facilitate youth nutrition leadership teams at Walker, Buford and CHS to glean feedback regarding school lunch options through youth lead focus groups, surveys, and taste tests.

5. **Strengthen Organizational Goals and Values**
   a. Contribute as part of the CSG program team in staff meetings and events, and act as a liaison to Charlottesville City Schools with collaborative projects.
   b. Contribute as part of the Cultivate Charlottesville team with organizational activities such as community events, social media and community outreach, evaluation tracking, etc.
   c. Engage in a robust culture of inquiry where critical thinking, self-reflection and ideas on effectiveness, improvements, and building equity are welcome.
   d. Work to transform racial inequities in all aspects of your work with strategic and intentional action.
   e. Cultivate health and environmental sustainability in all program strategies and implementation.
   f. Collect and submit data for program evaluation.

All Cultivate staff members are responsible to uphold values and practices that support reaching our mission with integrity and which utilize our core organizational strategies including: engage and educate youth in nature through garden based experiences; grow and share food to enhance access, connectivity and health; collaborate with partners and community; dismantle racial inequities and actively build equity; amplify community power, leadership and action; mobilize with partners for policy change; and cultivate sustainability, equity, capacity, and leadership.

**Organizational Structure**

**Supervisory Structure:** The CSG Farm to School Coordinator reports directly to the CSG Program Director and works closely with the Charlottesville City Schools Nutrition Program and CSG Team.

**Project Hours:** The CSG Farm to School Coordinator is an exempt salaried position at 100% FTE. Hours are typically during the school/work day with regular meetings or events on evenings or weekends.
**Compensation:** The CSG Farm to School Coordinator annual gross compensation starting salary range is $40,000-$43,672 Full Time Equivalent (FTE) with a generous leave policy and robust benefits including health, dental, vision, and life insurance and an IRA savings match program.

**TO APPLY**

The CSG Farm to School Coordinator requires multiple skill sets including a high level of organization and engagement, innovation and initiative, passion for engaging with community, flexibility, and commitment to the Cultivate vision and values. The preferred candidate will have:

- A minimum of 3-5 years experience or a bachelor’s degree in a related field (school nutrition, food justice, community food systems, public health) including some experience in nutrition education and cooking
- Knowledge of federal school meal requirements a bonus
- Robust research, communication, and organization skills with the ability to manage multiple projects and priorities with flexibility and alignment to our mission
- Experience working in diverse communities with a clear understanding of multi-cultural contexts and racial equity practices. A specific preference for experience in Charlottesville’s neighborhoods
- Racial equity analysis skills and/or an anti-racism background
- Computer competence including MS Office Software and other online tools
- Value the self-determination of community members to address issues around food equity
- Transportation and a good driving record

Candidates that have racial equity analysis skills, anti-racism backgrounds, or are members of Black, Indigenous, LatinX, LGBTQI, and other historically marginalized communities, as well as long-time Charlottesville residents, are strongly encouraged to apply.

To apply, please submit a résumé, cover letter and contacts for two references to Megan Donovan at admin@cultivatecharlottesville.org. Include ‘CSG Farm to School Coordinator’ in the subject line. In the cover letter, please address: How your experience is relevant to the CSG Farm to School Coordinator; What interests you about this position with Cultivate Charlottesville and your familiarity with Charlottesville in the context of racial equity. If you have the software, please bundle your cover letter, résumé, and references into one PDF.
Organizational Descriptions
Launched in 2010, Cultivate Charlottesville aims to create a healthy and equitable future – personally, in community, and across systems and structures. We do this through nine City Schoolyard Gardens and garden programming at Charlottesville City Schools and neighborhoods; the Urban Agriculture Collective farming and community markets; and the Food Justice Network advocacy and collaboration. We believe that working together to grow gardens, share food and power, and advocate for just systems – cultivates a healthy community for all. Core Values: Self-Determination, Partnership, Environmental Justice, Community, Respect, Discovery. Equity – Racial, Social & Economic, Inclusiveness, Collaboration, Humility, Compassion, Health and Wellness.

Cultivate Charlottesville is an equal opportunity employer. We strongly encourage applications from BIPOC, bilingual and bicultural individuals, women, people who have experienced poverty, members of the lesbian, gay, bisexual, transgender communities, and from long-time Charlottesville residents. Applicants shall not be discriminated against because of race, color, veteran status, religion, gender, sex, gender identity or expression, sexual orientation, age, mental or physical disability, medical condition, national origin, ethnicity, political affiliation or, marital status, or any other characteristics protected under Federal or State laws or local ordinance. Reasonable accommodation will be made so that qualified applicants with disabilities may participate in the application process. Please advise in writing of special needs at the time of application.