Employment Posting

Job Title: Associate Director of Regional Food Programs
Reports To: Director of Regional Food Programs
FLSA Exemption Status: Exempt
Compensation: $55,000 to $70,000 annual salary with competitive benefits package
Position Type: Regular, Full time Equivalent
Regular Work Hours: Negotiable
Location: Cold Spring, NY
Date Created/Last Updated: August 17, 2020

The Glynwood Center for Regional Food and Farming is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Job Summary: The Associate Director of Regional Food Programs will be responsible for supporting and developing networks of food, farming, and other professionals in order to identify and execute collective projects that address issues relevant to Glynwood’s mission. Under the supervision of the Director of Regional Food Programs, the Associate Director will be responsible for coordinating events (virtual and/or in-person), meetings, and promotional campaigns relevant to existing and emerging coalitions within the Regional Food Program. Presently coalitions facilitated by Glynwood’s Regional Food Program bring together: cider makers and apple growers, CSA farmers, food access projects, chefs, food system researchers, seedsavers, healthcare providers, and women in food and agriculture. Formally established projects within the Regional Food Program that the Associate Director would work on, in addition to emergent projects, are: the Cider Project, the Hudson Valley CSA Coalition, Kitchen Cultivars, Local Food for Every Table, and Regional Food for Health.

Essential Job Duties

● Coordinating collaboration amongst coalition participants
● Producing meetings and events that will further the development of coalitions
● Designing and implementing communications campaigns to further coalition aims
● Conducting research to identify, groundtruth and enhance work to build new coalitions
● Working with the Director of Regional Food Programs to set strategic priorities for existing and developing coalitions
● Independent project management, including but not limited to:
  ○ responsible budget management
  ○ setting and following a production/campaign schedule
  ○ managing contractors and vendors
● Clear, professional, and timely communication with all members of Glynwood’s staff and coalition stakeholders
• Working with the Vice President of Development to identify and pursue funding sources, including grant writing and individual donor engagement

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Competencies
• Ability to work with Glynwood employees in a collegial manner
• Ability to work alone or on a team, in person or over virtual platforms, as needs require
• Willingness to work safely
• Excellent writing skills
• Strong public speaking skills
• Fluency in G-Suite and Microsoft applications
• Capable of effectively using social media

Supervisory Responsibility:
The Associate Director will not directly oversee any staff, but will be expected to manage colleagues and external contractors as an element of project management within their portfolio of projects.

Administrative Responsibility
• File both out-of-pocket and credit card expense reports via online application at least monthly
• Participate in own Performance Planning & Review process with supervisor
• Participate in regular team check-in and/or working group meetings
• Request time off via online application
• Manage elective benefits with online applications, where available
• Attend trainings in administrative procedures as required
• Attend safety trainings as required

Work Environment:
This is primarily an office-based position. Frequently, the position also requires the ability to facilitate on-site and off-site event production and to visit farmers and others in varied indoor and outdoor settings.

Physical Demands:
None

Travel and Weekend Work:
On occasion, fulfillment of this role will require travel and weekend work. At most, this will happen once monthly.

Required Education and Experience
• College degree or equivalent professional experience
• 3 - 8 years working in agriculture or food systems
• 2 - 5 years experience in a non-profit setting
• Familiarity with grant writing and reporting
• Demonstrated ability to work productively with diverse demographics
• Experience in event production
• Management of high level budgets

Preferred Education and Experience
• Experience in community organizing
• Background in public health
• Demonstrated research skills
• Training in diversity, equity, and inclusion
• Fluency in a language other than English
• Hands-on experience in farming, food production, or restaurants
• Development of educational workshops or curriculums
• Conference planning experience
• Design skills (Adobe Pro or other)
• Website management ability (Squarespace, Wordpress, or other)

Additional Eligibility Qualifications
• Affinity for Glynwood’s mission
• Valid US Driver License in good standing
• Provable eligibility to work in the US

Other Duties
Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

How to Apply
Qualified candidates should submit a cover letter and resume online at: www.glynwood.org/who-we-are/job-opportunities.html or email jobs@glynwood.org. Qualified candidates will be contacted by email. Computer literacy tests appropriate to the position and background checks are required for final candidates.