SEEDS, Durham’s nonprofit garden school, is seeking an exceptional candidate to join our team as a full-time Programs Manager. The Programs Manager is responsible for the design and implementation of engaging, empowering, high impact 1st-12th grade programs, using the garden and kitchen as the classroom. The PM ensures programs are designed and delivered in line with the mission, vision and values of SEEDS, managing staff and partnerships that will support the success of the programs.

As SEEDS focuses our programs, this is a tremendous opportunity for a qualified candidate to influence program outcomes, bring new ideas and clear measures to evaluate progress to our ambitious outcomes for the youth in our programs. (Learn more about these [desired outcomes and values](http://www.seedsnc.org/mission-vision-values/))

As an integral team member, the position also contributes to the development and implementation of organizational strategies, policies and practices.

***Primary areas of responsibilities include***:

Program Design & Evaluation

* Lead the redevelopment of youth programs to meet defined outcomes.
* Define student success measures through evaluation processes and data collection mechanisms to track student progress.
* Lead program evaluation and develop plans to continuously improve program performance.
* Develop and implement program policies to ensure effective and consistent execution.
* Collaborate closely with Garden Manager to plan and maintain children’s garden space for year-round teaching, learning and eating.

Program Management & Administration

* Maintain a strong program team, hiring, training and supervising educators needed for programs, including full-time, part-time, seasonal and volunteer educators.
* Develop and coordinate program logistics, including recruitment and registration of participants, curriculum development, hiring and training of staff.
* Develop annual program delivery calendar and implement with staff.
* Develop and oversee programs budget.
* Develop & maintain program materials for program elements.
* Coordinates with educators and other staff to implement procedures.

Student recruitment

* Identify potential sources of students and cultivate relationships with stakeholders.
* Lead the recruitment of potential students.
* Identify / maintain criteria for students and eligibility for programs.
* Assist in student intake process and assess student and familial needs.

***Required skills & experience****:*

* 2-5 years successful experience in program management, including staff management
* Demonstrated experience in program design implementation and evaluation
* Excellent organizational and planning skills
* Experience in community-based participatory research
* Exceptional verbal and written communications skills with a variety of stakeholders
* Demonstrated ability to successfully manage a budget
* Demonstrated experience leading a collaborative team
* Conversational Spanish
* Demonstrated commitment to sustainability and environmental conservation
* Valid driver’s license

***Strongly recommended***:

* Fluent Spanish
* Experience using database management software (Salesforce preferred); Microsoft Office platform; Google Suite
* Demonstrated curriculum development experience
* An understanding of & interest in food systems, particularly in Durham, NC

SEEDS is an Equal Opportunity Employer. People of color and women strongly encouraged to apply.

Benefits and Salary: This is a full-time, year-round position. Starting salary range: $34,000-$37,000, depending on qualifications. Full health & dental benefits included, as well as generous paid vacation, discretionary holiday and sick leave.

Working Conditions: Programs Manager is a physically active position. The PM must be able to stand and walk for long periods of time, to bend at the knees and hips, and to lift at least 30 pounds overhead. PM will spend upwards of 25% of their time outdoors in all weather conditions. Programs Managers work a regularly scheduled week with work hours focused outside of the school day. Some evening and weekends required.

How to Apply: Application review will begin immediately, and continue until position is filled. Qualified candidates should submit cover letter, writing sample and resume with three professional references to Emily Egge, Executive Director at [eegge@seedsnc.org](mailto:eegge@seedsnc.org). Resumes submitted by January 2, 2017 will be given priority consideration.

**Incomplete applications will not be considered**.

Ideal date is January 2017.

***About Us:***  
[**SEEDS**](http://www.seedsnc.org) is a garden school founded in 1994, teaching people to care for the earth, themselves and each other through garden-based programs for youth. We are working to build a team that can collaborate across programs and authentically engage our community through the act of “digging in the dirt.” For more information on the organization, visit us online: www.seedsnc.org.