



**Join our team!** Healthy Roots Community (HRC), a 501c3 nonprofit dedicated to developing a vibrant local food system in the Ashtabula County area, seeks a **Program Manager** to provide administrative support, oversee execution of educational and fundraising events, and increase our community outreach and engagement activities.

This local, contract-based position will work closely with, and report to, the HRC Board of Directors. Expectation is 5-10 hours per week, as needed, with a maximum of 40 hours per month. This position has growth potential depending on the success of the current and future grant applications.

#### **Key Responsibilities and Duties:**

- Monitor and respond to community inquiries via website, email, phone, social media etc.
- Plan, organize, and promote meetings and events including designing promotional materials as needed
- Create and maintain contact lists, including an email listserv
- Represent HRC at events including presentation to groups
- Work with HRC Board members to prepare and work within organization's budget
- Help Farmers with resource navigation including the possibility of grant applications
- Organize and maintain all HRC data in shared drive
- Support development of community food projects including researching funding opportunities and helping to apply for grants as needed
- Develop a fundraising program
- Other duties as assigned

#### **Preferred Skills and Qualifications:**

- Excellent oral and written communication/presentation skills suitable for a wide variety of audiences
- Experience with farming or farmers, community organizing, and/or nonprofit work
- Strong organizational, project, and time management skills
- Private and public fundraising experience
- Grant administration experience
- Ability to work independently and collaboratively
- Proficient with Google G-Suite platform (email, drive, docs, sheets), Wordpress, Zoom, e-newsletter software.
- Valid driver's license and reliable transportation.
- Regional travel required /mileage reimbursement provided at the federal rate
- Consent for a background check. HRC does not base our employment decisions solely on background checks or convictions, and we do not ask for credit checks.

#### **Compensation:**

- \$20-30 per hour, paid upon invoice, depending on experience

#### **To Apply:**

Email a cover letter, resume, and three references to [healthyrootscommunity@gmail.com](mailto:healthyrootscommunity@gmail.com) with the subject line: **Program Manager** by November 30th. Please submit documents in PDF or Google Docs format.

*HRC is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, genetic information (including family medical history), political affiliation, military service, or other non-merit-based factors or factors protected by applicable law. <https://healthyrootscommunity.org/>*