



Sauvie Island Center Job Description – Program Manager

Position: Program Manager

Reports to: Executive Director

Status: Exempt, 1.0 FTE, salaried

The Position

The Sauvie Island Center educates Portland-area youth about food, farming and the land through hands-on programming on the Sauvie Island Growers farm and on the grounds of Howell Territorial Park. The Program Manager has primary responsibility for coordinating and implementing Sauvie Island Center's education programs. The Program Manager will plan and coordinate all spring and fall school field trips on our site, summer Farm Camp, and winter planning and activities in the classroom. The Program Manager supervises all education seasonal staff, interns and volunteer farm educators.

Major Duties and Responsibilities:

- Ensure effective delivery of all education/program activities.
- Lead field trips, summer camps, classroom lessons and family farm days.
- Recruit, train, and supervise volunteers, interns and seasonal education staff.
- Ensure safety procedures and protocols are kept current and adhered to.
- Evaluate field trips and collect and review teacher evaluations.
- Maintain program statistics.
- Outreach and recruitment to schools and field trip scheduling.
- Oversee the planning and maintenance of the Grow Lunch Garden, a learning garden for children on the farm.
- Plan and lead work parties with community groups.
- Support grant writing and reporting function.
- Perform a variety of general office tasks, including word-processing, proofreading, photocopying, collating, filing, data entry, etc.
- Maintain field trip materials.
- Attend board meetings, make presentations, and represent SIC as needed.
- Work with Program Committee, including scheduling and guiding meetings.
- Perform other related duties, as required.

Required Qualifications:

- Supervisory and/or leadership experience.

Mailing Address: P.O. Box 10422, Portland, OR 97296

Field Address: 13901 NW Howell Park Rd. Portland, OR 97231

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- Experience teaching in or coordinating education programs in a non-formal setting, focusing on agriculture and/or ecology.
- Experience recruiting and training volunteers.
- Ability to work collaboratively and independently on projects.
- Strong organizational and time management skills.
- Strong communication skills, both written and oral.
- Demonstrated ability to communicate effectively with people of diverse backgrounds and ages.
- Computer skills including Microsoft Office suite and Google Apps.
- Valid driver's license and reliable transportation to transport supplies, shop for program supplies, and travel to and from program locations.
- Willingness to work predominantly outside in a farm setting, in all kinds of weather.
- Ability to lift up to 50lbs and perform various gardening tasks.
- First Aid/CPR certification, & food handler's license or ability to become certified.
- Must pass a criminal background check.
- Must be available Monday-Fridays from 8:00 am- 5:00pm and occasional evenings and weekends.

Desirable Qualifications:

- Farming/gardening experience.
- Bachelor's degree in Education, Agriculture, Community Health or related field.
- Awareness of environmental justice issues in low-income, urban communities.
- Cultural competency and experience working with people from diverse cultures, socio-economic backgrounds, languages, nationalities, sexual preferences, gender identities, religions, and ethnicities.
- Spanish language proficiency.

Salary & Benefits

- Salary, \$30,000 - \$35,000
- Monthly Wellness Bonus
- Paid holidays
- Paid vacation days
- Professional Development Opportunities
- Opportunity for broad & impactful work

All candidates, regardless of race, gender, age, or sexual orientation are encouraged to apply.

Interested candidates should email a cover letter, resume, and contact information for two professional references to info@sauvieislandcenter.org. Applications will be accepted and reviewed on a rolling basis through February 15, 2019 or until a suitable candidate is found.

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