



7840 S Racine | Chicago, IL 60620 | www.sabinagardens.org

Title: Program Manager

Reports To: Assistant Director

FLSA Status: Exempt

Salary: \$40,000

Date: April 27, 2022

Stein Learning Gardens at Saint Sabina provides equal employment opportunities to all applicants for employment without regard to race, color, religion, sexual orientation, sex, gender identity, national origin, age or disability.

To apply, please send a cover letter and resume to moses@sabinagardens.org with "Program Manager – First and Last Name" in the subject line. Applications received by the end of day Monday, May 16th will be prioritized.

Organization Overview

Stein Learning Gardens (SLG) is an urban farming education and community food access program of the Faith Community of Saint Sabina. Founded in 2018, SLG has grown from 1 full-time employee to a team of 4 full-time employees, 1 part-time employee and a group of consistent volunteers. Together we work to address food insecurity in the Auburn Gresham community. We do that by offering various nature-based educational programming for school-aged youth and adults in the community, access to affordable produce through Barbara's Market (our farm stand) and growing produce in our two growing spaces.

SLG is a department within St Sabina Church. As such, the SLG team regularly collaborates with other departments on campus (e.g., The Ark, The Elders Village, The Employment Resource Center, St Sabina Academy, and Strong Futures) to deliver programming.

Position Summary

The Program Manager is responsible for running Barbara's Market (commonly referred to as the farm stand) during all hours of operation. Tasks related to Barbara's Market will represent approximately 60% of Program Manager's time. The Program Manager will also be responsible for (co-)facilitating classes offered to students at St Sabina Academy, The Ark and to the broader community. As much as possible, the Program Manager will look for opportunities to provide education programming and other activities that will draw people to the weekly farm stand. Tasks related to Education will represent approximately 40% of Program Manager's time.



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Essential duties include

- Overseeing Barbara's Market during all hours of operation;
- Implementing SLG's food safety plan so that produce offered at the farm stand complies with food safety standards set by local, state and federal government and collaborating with the Production Manager to harvest crops from the garden (using the harvesting SOP) and sourcing produce from established vendors;
- Collaborating with the team to ensure data related to the farm stand is collected and inputted into Salesforce or applicable spreadsheets;
- Collaborating with the team to achieve stated fundraising goals by researching and assisting with writing grant proposals to fund Barbara's Market;
- Conducting quarterly reviews of profitability with the directors and brainstorming changes to operations that will help the farm stand break even or make a profit;
- Collaborating with the Assistant Director to create and implement engaging, age-appropriate lessons and activities that align with Stein Learning Gardens' learning objectives;
- Following all policies and procedures to ensure participant safety and compliance with legal and professional standards established by Stein Learning Gardens, St Sabina Church and the Archdiocese of Chicago;
- Collaborating with the Assistant Director to coordinate community and family events;
- Implement Stein Learning Gardens' evaluation framework for after-school programming as directed by the Assistant Director
- Perform other tasks and responsibilities as assigned by the Assistant Director

Work Schedule:

Currently the Program Manager is scheduled to work Monday through Friday 10am-6pm. During the summer, we plan to open Barbara's Market on Saturdays. When this occurs, the Program Manager's schedule will need to be adjusted (e.g., working Tuesday through Saturday, using flex time to have a shortened workday on Mondays, or some other option).

Qualifications:

- Must be comfortable working in-person
- 1-2 years of experience in agriculture, food systems, farmer's markets, and/or customer service
- 2+ years experience in youth education, teaching, or public speaking
- Knowledge of social justice and food (in)security, especially as it relates to the Auburn Gresham community



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- Must be Food Safety Certified or be willing to complete this certification
- Ability to effectively communicate, motivate, lead, and relate to a wide variety of individuals
- Experience with Salesforce or other CRM software a plus but not required
- Willingness to work nights and weekends
- Willingness to serve as a role model for youth

Physical and Mental Requirements:

- Needs to be able to sit and stand for long periods of time.
- Should be able to work at a desk.
- Needs to be able to lift up to 40 lbs comfortably.
- Needs to be able to climb, stoop, and kneel comfortably.
- Should not mind sharing office space with other people.
- Should be comfortable around insects

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