Program Fellow

About the National Farm to School Network
National Farm to School Network (NFSN) is an information, advocacy, and networking hub for communities working to bring local food sourcing and food and agriculture education (including school gardens) into schools and early care and education settings. Farm to school activities, when firmly centered in equity, can create opportunities for children and families to make their own food choices, while strengthening the local economy and contributing to vibrant communities. NFSN provides vision, leadership, and support at the state, regional, and national levels to connect and expand the farm to school movement. Our network includes national staff, partners from states, Washington D.C., U.S. Territories, and Native nations, an advisory board, and thousands of farm to school supporters.

For more information, please visit www.farmtoschool.org. NFSN is a project of Tides Center, the nation’s largest fiscal sponsor. Tides Center is a nonprofit organization based in San Francisco that works with individuals, groups, and funders to implement and accelerate positive social change in the nonprofit sector. For more information, please visit www.tides.org.

Position Description
The Program Fellow will support multiple aspects of NFSN’s programmatic initiatives aimed at equitably advancing the farm to school movement, with a focus on farm to early care and education (ECE) settings and farm to school/ECE evaluation. The fellow will gain experience in resource creation, project evaluation, virtual networking and facilitation, and partner capacity building, all with a prioritization of racial and social equity as a key tenet in farm to school and ECE. This is a remote position with virtual interaction with the direct supervisor (calls and video meetings). This is a twelve-month, temporary position with a projected start date of February 1, 2022. The Program Fellow will report directly to the Senior Program Manager and work approximately 15 hours per week.

Essential Duties and Responsibilities

• Under direction of the Senior Program Manager, develop network capacity to equitably advance farm to school, with a focus on ECE settings
  o Integrate farm to ECE programming into NFSN priority areas such as national event campaigns, National Farm to School Month, and NFSN communications channels
  o Identify and contribute farm to ECE resources to the NFSN resource database and share through NFSN Farm to ECE listserv
  o Track, promote, and support opportunities for networking with farm to ECE partners and stakeholders

• Support development and revision of key farm to school and ECE informational resources
  o Identify relevant resources, research, case studies, and/or examples
  o Draft content
  o Support timely resource review, revision, and design in collaboration with supervisor

• Support virtual meetings/convenings of farm to school and farm to ECE working groups, committees, and advisory groups
  o Manage group invitation lists and call coordination
  o Coordinate follow up on tasks identified on calls
  o Support execution of group projects, e.g., coalition of research, drafting blogs.

• Provide general support to NFSN programmatic initiatives
  o Assist the Senior Program Manager in providing technical assistance to practitioners
**GROWING STRONGER TOGETHER**

**A PROJECT OF TIDES CENTER**

- Assist with execution of farm to school evaluation projects
- Support agenda development and execution for programmatic trainings and events
- Develop language and content to promote programmatic initiatives through NFSN communication channels
- Prioritize racial and social equity as a key tenet in farm to school and ECE
  - Integrate diversity, inclusion, equity, access and belonging principles into communication development and resource creation using the NFSN Programs and Policy Equity Assessment Tool

**Other Duties and Responsibilities**

- Participate in NFSN staff meetings via phone or video conference as requested
- Complete organizational requests for information to report and track activities (monthly staff survey, etc.)
- Travel as needed for conducting the duties of the position and for representing NFSN (travel is currently on hold for COVID-19 but will resume when safe)

**Education and/or Experience**

- Currently enrolled in undergraduate/graduate program or college degree in child nutrition, early education, public health or other farm to school/ECE related field, or three/five years equivalent work experience
- Excellent performance history in prior positions

**Knowledge, Skills and Abilities**

- Knowledge of early care and education systems and early childhood health, nutrition, and education principles
- Passion and interest in NFSN’s mission and activities, including advancing equity through farm to school
- Collaborative nature, skilled at developing good working relationships with organizational colleagues, partners, and contractors
- Ability to operate in a fast-paced environment, handling multiple tasks
- Exceptional trouble-shooting and problem-solving skills, ability to resolve issues proactively and creatively
- Excellent verbal and written communication skills
- Experience with Microsoft Office applications including Word, Excel and PowerPoint
- Familiarity with Google Drive and related applications
- Ensures completeness, accuracy and timeliness in all work
- Ability to work independently in a remote work environment under virtual supervision

**Organizational Relationships**

Reports directly to the Senior Program Manager and works closely with NFSN staff and partners

**Compensation and Benefits**

This position is temporary, non-exempt, part-time (approximately 15 hours per week), and is not eligible for health benefits. Hourly pay ranges between $15-$17 and is commensurate with experience.
Culture
NFSN is undergoing significant transformation to align internal systems and external programming with NFSN’s Call to Action. This includes updates to our mission, vision, and core values, and ongoing assessment and refinement of NFSN practices, policies, and programs to identify and address white supremacy culture. Work is in progress and requires all staff—including new employees—to possess a deep commitment to racial equity and to disrupting inequities, both organizational and systemic.

Physical Demands
This position requires 1-5 hours per day either sitting at a desk (responding to emails, developing materials or being on the phone) or attending meetings outside of the office. This position may require minimal travel to meet with grant project staff or partners, or to represent NFSN at conferences, events or meetings. Travel is currently on hold and will resume after COVID-19 restrictions are no longer needed.

Work Environment
This is a remote position, and applicants may be located anywhere with reasonable access to transportation in the United States. This position will be working from a remote office/home office set up. While performing the responsibilities of the job, these work environment characteristics are representative of the environment the employee will encounter: a basic office environment, visits to funders, schools or farms, and conference centers or hotels where events are being held. Applicant must have access to a computer and reliable internet.

Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application.