



## Program Manager – Detroit

At The Kitchen Community, collaboration and community engagement are fundamental to our success. We work closely with school districts across the country to drive increased access and to real food and education enrichment in underserved schools. Since 2011, TKC has built more than 400 Learning Gardens in six cities reaching over 250,000 children a day, and the organization is continuing to grow nationally! Our Learning Gardens are attractive spaces that provide students and teachers with a dynamic outdoor classroom and a place to grow through experiential play. In the gardens, students gain hands-on experience growing their own food, sampling delicious produce, and gaining skills and knowledge that drive lifelong healthy behaviors. Learn more at [www.thekitchencommunity.org](http://www.thekitchencommunity.org)!

### Position Description

The Regional Program Manager's primary responsibility is to provide regional leadership to the Program Team and serve as the main liaison between the regional and headquarters offices. The Program Manager supervises and supports a team of Garden Educators. Garden Educators in turn are tasked with hosting trainings and facilitating meetings with teachers, principals, and Garden Teams to build capacity within the school so that they can have thriving, productive gardens. The Regional Program Manager is responsible for overseeing implementation and management of all regional aspects of the TKC's Standard Program Model. This team member reports to the Regional Director and coordinates with the functional lead at headquarters on program implementation.

The Program Team works with school garden teams to ensure they have the materials, personnel, skills, and confidence to successfully grow produce in their Learning Garden and utilize the space as an outdoor classroom. The team works closely with teachers, students, and volunteers at each school. The Regional Program Manager is based in Detroit and works with a local team while ensuring and maintaining alignment with the organization's headquarters support team.

### Primary Responsibilities

- Oversee the organization, scheduling, and implementation of the Program Model in the region; This includes guiding the strategy, implementation, and associated communication of programmatic efforts.
- Directly manage no less than ten Learning Gardens and coordinate an equitable distribution of the other existing Learning Gardens amongst Garden Educators.
- Manage the success of each Garden Educator. Inspire, coach, mentor, and develop staff. Empower team members to take responsibility for their jobs and goals. Delegate responsibility and expect accountability and regular feedback.
- Work with district and program partners to promote collective impact and encourage community support for the Learning Gardens.
- Foster a spirit of teamwork and unity among Garden Educators that allows for the appreciation of diversity as well as cohesiveness, supportiveness, and working effectively together to enable each team member to succeed.
- Support the Regional Director and overall regional strategic efforts. Communicate all programmatic updates and implementation plans to Director.



- Work with the Program Team at headquarters to implement TKC organization-wide standards and specifications for programming. Work with Project Management to support schools during and after garden installation.
- Serve as the project lead for special projects with guidance from the Regional Director (e.g. corporate events, volunteer management, and internship program).
- Regularly brainstorm and initiate the development of new ideas, and team-wide idea sharing.

#### Required Qualifications

- Bachelor degree in a related field OR at least 8 years of experience.
- Minimum of 3-5 years of managerial experience. Knowledge of and experience in people management, principals, and practices.
- Strong oral and written communication skills, including public speak.
- Demonstrated ability to work with diverse populations including youth and adults.

#### Preferred Qualifications

- Demonstrated project management experience with ability to successfully coordinate several major activities at once.
- Experience in and knowledge of educational programming and strategy implementation.
- Preferred experience in development and delivery of educational materials in K-12 setting.
- Knowledge and skills in relevant areas including small-scale organic food production or home gardening, school gardens, urban gardening, botany, environmental science, health and nutrition, food systems, and food access.
- Experience in collaborating with external stakeholders.
- Experience with technical writing and developing in-kind donation requests.
- Ability to work independently and with a team.
- Proven proficiency with MS Office (Outlook, Word, Excel, PowerPoint).
- Entrepreneurial self-starter; Motivates and inspires team members and is passionate about good leadership practices.

TKC offers a competitive salary and benefits package. To apply please send your resume, cover letter and salary requirements to Cristina Gonzalez-Avram at [cristina@tkc.org](mailto:cristina@tkc.org).