



a program of the
Windham Regional Community Council, Inc.
872 Main Street • Willimantic, CT 06226
(860) 423-4534 x312 phone • (860) 423-2601 fax
www.growwindham.org



AVAILABLE POSITION: *Part-Time Youth Program Coordinator*

GROW Windham, Willimantic, CT

GROW Windham, a program of the Windham Regional Community Council, Inc., is seeking a warm and passionate youth and community/food system advocate to coordinate the Windham Youth CORE, GROW Windham's high-school youth leadership and social justice advocacy program.

About GROW Windham: GROW Windham builds relationships and creates space for youth, community members, and food system partners to work together to build a stronger community and local food system. We do this in three ways: by empowering youth, through our Windham Youth CORE program and collaborations with school- and community-based youth programs; by supporting local growing spaces, including our own Thread City Family Garden; and by integrating our food system, through backbone support of the Windham Community Food Network.

About the Windham Youth CORE: The Windham Youth CORE (WYC) is a year-round, youth-led program that supports high-school youth to cultivate leadership, workforce, and social justice advocacy skills through the development of cooperative food enterprises, including their own "Thread City Family Garden," Willimantic Farmers' Market produce stand, "Frog Fire/Fuego de Rana" hot sauce, community education and engagement campaigns, and annual events ("CommUNITY/ComUNIDAD Leaders Awards Forum" and "Open Garden"), as well as participation in a regional network of youth social justice advocates. The program integrates these cooperative enterprises with conversations and workshops that connect them to broader themes of social justice and community development.

Job Responsibilities. The WYC Coordinator works alongside the GROW Windham Food System Coordinator and youth staff members, with the support of the GROW Windham Program Director, to ensure successful planning, implementation, and administration of all program activities. This includes:

- Co-facilitating with youth and adult staff to plan and implement WYC gatherings for the Academic Year and Summer, including workdays, community outreach activities, retreats, and internships;
- Coordinating WYC "Cooperative Food Enterprises", including integrating enterprises into WYC workdays; supporting youth staff to set goals and maintain budget and records; and cultivating community partnerships to ensure their success;
- Development and documentation of program workshops and activities;
- Recruiting Youth CORE members for the Academic Year and Summer Programs;
- Maintaining communication with youth and families;
- Building and maintaining community partnerships, such as with the Windham Community Food Network, and local schools and universities;
- Facilitating youth to participate in regional networks of food justice and youth leadership programs, as well as regional food justice and youth development conferences;
- Program administration and record-keeping, including payroll, curriculum documentation, program evaluation, and compliance with grant, partner, and food enterprise requirements;
- Participation in regular staff meetings and staff development activities.

WE WELCOME APPLICATIONS FROM LOCAL CANDIDATES FAMILIAR WITH THE WINDHAM COMMUNITY, and UNDER-REPRESENTED GROUPS.

GROW Windham/WRCC is an equal opportunity, affirmative action employer.



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Ideal Qualifications. The ideal candidate has, or is committed to cultivating, the following:

Skills and Knowledge.

- Experience working with youth in formal and/or informal educational settings
- Experience building relationships in diverse communities
- Exceptional communication skills, both verbal and written
- Experience facilitating groups, including promoting cooperation, team-building, problem-solving, and shared leadership
- Experience/eagerness to learn about growing, preparing, and promoting healthy food
- Experience/eagerness to learn about social justice advocacy work/community organizing
- Experience/eagerness to learn about planning and managing projects
- Proficiency with Microsoft Office, Google Drive Applications, and social media
- **Highly-desired experience includes:**
 - **Bilingual (Spanish and English) and**
 - **Knowledge of and connections to the Windham community**

Characteristics.

- Self-starter: able to work independently with minimal supervision
- Rich interpersonal skills, particularly the ability to engage and empathize with youth
- Self-awareness: ability to step back, create space for other voices, and center youth and their ideas
- Creative, flexible, and patient
- Curiosity and openness to new challenges and experiences, as well as to examining identity and our roles as facilitators of a youth cooperative
- Excellent organizational skills, including an ability to multi-task and work well under pressure
- Effective problem-solver
- Demonstrated cultural competency, and dedication to promoting equity, inclusivity and diversity
- Passion for youth, food justice and community development.

Other Requirements.

- Physical ability to walk, lift, bend and carry up to 50 pounds
- Flexible schedule: ability to work weekends and evenings throughout the year
- Driver's license and personal transportation are helpful but not essential.

Hours: Average of 20 hours/week. Hours vary depending on the season, ranging from up to 40 hours per week during the summer program (July-August), 12-18 hours per week in June and September, and 10-15 hours per week during the academic year (October-May). Employment term is May 2020 – August 2021, with option to renew, pending anticipated funding.

Salary: \$18-\$21/hour, DOE. The position is contractual and does not provide benefits.

Special Requirements: Must be 21 or older (no maximum age), and eligible to work in the U.S.

Education Level: High School Diploma or GED

Deadline to apply: We will begin interviewing applicants on a rolling basis. The position will remain open until filled. Target start date is May 23, 2020.

TO APPLY: Send cover letter and resume by email to GROW Windham Director Sally Milius:
sally.milius@growwindham.org

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