

FairShare CSA Coalition

Title: Apprenticeship Program Manager

Supervisor: Executive Director

Classification: Full-time, salaried position

Location: FairShare office in Madison, WI and options to work from home

Compensation: \$55,000-\$60,000 annually, with a \$.50/hour bilingual pay differential for Spanish or HMoob speakers, plus 401(k) match, flexible work hours, volunteer time off, health insurance stipend, additional paid and unpaid family, parental, and other leave

FairShare is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. FairShare encourages applicants of all backgrounds to apply.

Organization

FairShare CSA Coalition connects farmers and consumers through Community Supported Agriculture. Through outreach and education, we are building toward a fair and equitable food system in which small-scale farms can thrive and all families have access to locally produced, organic food. We offer a friendly and supportive workplace culture. Staff are passionate and enthusiastic about our work, and we recognize that everyone on the team is involved in our organization's vision and success. We value integrity, initiative, and open communication. And our focus on delicious food is a throughline for our work and informal time together.

Position Overview

FairShare is the industry sponsor for the Organic Vegetable Farm Manager Apprenticeship, an established farm manager training program that is registered with the state of Wisconsin. The Apprenticeship Program Manager provides outreach, communications, and administration for the program and supports apprentices and farmer educators through regular check-ins and ongoing program evaluation. This position will be responsive to participants' needs, while continuing to refine and expand the program. They will also serve on the FairShare Grower Team.

Responsibilities

Administration (30%)

- Assist farmers and apprentices with application materials and with making "matches"
- Assist apprentices with registering for classes through the WI Technical College (WTC) System
- Submit program completion materials to WI Department of Workforce Development (DWD) for apprentice graduations
- Organize meetings in conjunction with farmers, apprentices, the DWD, and the WTC

Participant Support (30%)

- Conduct regular check-ins and program evaluations with farmers and apprentices
- Organize annual on-farm field days and monthly apprentice cohort calls
- Connect apprentices with post-apprenticeship resources related to continued farm employment (i.e. job opportunities, land acquisition, and business planning)
- Assist with grower education programs as a means for both farmers and apprentices to learn about and enter apprenticeship

Outreach (20%)

- Implement and refine the Apprenticeship outreach plan and maintain the program webpage

FairShare CSA Coalition

- Track contacts and adjust outreach efforts to maximize program participation from racially and financially diverse audiences
- Participate in regular meetings/trainings on racial equity, and incorporate outcomes into program development and outreach

General Organizational Support (15%)

- Participate in annual and special events, as needed
- Support FairShare's annual meeting, budget process, and annual report creation, as needed
- Provide input and support on grants and other fundraising activities

Development (5%)

- Prepare regular progress reports for the program funder
- Design and implement a fundraising plan that will support the program's evolution
- Seek and apply for grants to support key programmatic elements of the program

Minimum Qualifications

- Attention to detail and ability to work independently, as part of a small team
- Ability to analyze data and implement decisions based on results
- Experience with program management
- Experience working with organic farmers and/or farmers serving direct markets
- Excellent written and interpersonal communication skills
- Experience working in Microsoft Office and Google Docs, Sheets, Slides, and Drive
- Ability to travel to farms, meetings, and conferences throughout Wisconsin
- Ability to work occasional weekends and evenings

Desired Knowledge, Skills, and Abilities

- Experience with outreach and communication across a variety of platforms and forums
- Ability to adapt to the changing needs of a dynamic organization, balance several projects at once, and stick to a timeline
- Ability to reach racially diverse audiences of vegetable growers
- Experience with grant writing
- Bilingual and/or bicultural is a plus, especially bilingual in Spanish and English

To Apply

To apply for this position, please email the following materials to tess@csacoalition.org:

1. Cover letter
2. Resume / CV
3. Contact information for three professional references

Application Deadline

This position will remain open until filled. For best consideration, apply by **February 11, 2024**.