



# Elawa Farm Foundation

## Program Manager

### Organization Overview

Elawa Farm is a historic, non-profit farm located in Lake Forest, Illinois. Elawa Farm Foundation's mission is to steward a historic farm that enriches the greater Lake County community as a center for experiential learning to broaden access to education, nutritious food, and our local food system. We gather community through food and agriculture with engaging programs and events.

### Position Summary

The Program Manager leads the development of meaningful and accessible educational initiatives at Elawa Farm Foundation. These programs include classes, fieldtrips, tours, and family-based activities, in the areas of agriculture, culinary and nutrition, wellness, and sustainability. These programs are offered on-site at Elawa Farm, including the ADA accessible Discovery Garden, Learning Kitchen, future indoor classroom, and off-site at community partner locations. The Program Manager also coordinates programs offered by external instructors at Elawa Farm Foundation.

### Essential Functions

- Develop and manage educational initiatives at Elawa Farm Foundation, including public programs and community partnerships. These activities include developing curriculum, collaborating with community partners, preparing activities, and purchasing supplies.
- Design and deliver in-house programs, including summer camps, youth and adult classes, public tours, and family activities.
- Facilitate dual language (English/Spanish) programs for youth and adults and collaborate with community organizations on program design.
- Manage seasonal interns to assist with program delivery, including summer camps, weekend family activities, and tours.
- Plan programmatic components of market festivals and public events with the team members.
- Provide tours of Elawa Farm for programmatic and development purposes.
- Track programmatic metrics for development and evaluation purposes.
- Setup and tear down program areas, in coordination with interns or external instructor.
- Manage program budget, including revenue projections from ticketed programs and monitor expenditures for program supplies, in partnership with Finance team.
- Develop outreach initiatives in partnership with community organizations, including on-site, off-site, and virtual programming.
- Design experiential learning opportunities for school and community groups of all abilities in the ADA accessible Discovery Garden.

- Work with a roster of external instructors to coordinate their classes at Elawa Farm. Correspond promptly with external instructors and class attendees by phone and email.
- Schedule event attendants to monitor facility during programs scheduled on evenings and weekends.

### **Professional Qualifications**

- Strong interpersonal skills to effectively manage interns, interact with public and program participants, and collaborate with team members and external instructors.
- Positive customer service skills as a public-facing staff educator. Maintain a positive, solutions-oriented, and cheerful attitude.
- Strong interest in gardening, cooking, and wellness topics. Comfort with teaching in the outdoors, including hot/cool weather and light precipitation.
- Desire to work in a fast-paced, lively environment, while remaining flexible and calm.
- Must possess strong analytical skills, problem solving ability, and sound judgment.
- Must be able to meet deadlines and manage multiple tasks and initiatives simultaneously.
- Mandatory CPR and First Aid Certifications – Elawa Farm Foundation can arrange training, if needed.
- Must complete a mandatory criminal background check upon hiring.
- Must possess a valid driver's license and have reliable transportation to Elawa Farm.
- Some evening and weekend hours are required.

### **Education and Experience**

- A bachelor's degree in a related field, preferably in Education, or equivalent experience.
- At least 3-4 years of professional education experience, including curriculum development and program delivery to groups of various sizes and ages.
- Teaching experience in non-traditional environments, such as a farm, non-profit organization, or camp, is a plus.
- Familiarity with communities and education/service-based organizations in Lake County, Illinois.

**Compensation:** Starting annual salary is \$45,000 - \$50,000 commensurate with experience and language fluency. This position is full-time and exempt. Medical benefits, 401k retirement plan, and paid PTO are provided.

**Physical Demands:** Office, indoor public and outdoor public settings. Outdoor work in a wide variety of weather conditions. Frequent sitting, standing, walking, bending, listening, speaking, and keyboarding. Use of office equipment including computers, telephones, copiers, and scanners. Some requirements for lifting, pushing, or pulling items less than 40 pounds.

**Equal Opportunity Statement:** Elawa Farm Foundation does not discriminate in the selection of its staff on the basis of race, color, religion, gender, national origin, age, sexual orientation, disability, income, marital status, or any other dimension of identity.

**Please send cover letter and resume to Executive Director, Laura Calvert, at [lcalvert@elawafarm.org](mailto:lcalvert@elawafarm.org) by Monday, March 11, 2024.**