

Community Outreach Manager- Bilingual Job Description

Hours: Full- time, Exempt

Reports to: Program Director

Salary: \$40,000 or commensurate with experience;
eligible for benefits



SUMMARY:

The GrowHaus is a food access organization in Denver's Elyria-Swansea neighborhood with the mission of ensuring the neighborhoods of Globeville and Elyria-Swansea (GES) have lasting access to healthy food. The GrowHaus serves as a resident-driven hub for food access, food education, food production, and economic opportunity.

The Community Outreach Manager will act as a key connector between The GrowHaus and our community. The Manager will oversee, support, and grow a team of Promotoras (community health workers) and ensure the successful implementation of Community Outreach programming including a weekly no-cost grocery program, adult education classes, and educational home visits. In addition, the Community Outreach Manager and Promotoras actively solicit community feedback and encourage involvement in The GrowHaus' vision and programming.

Our Promotora program is preparing for an exciting expansion in 2020, and the Community Outreach Manager will play an important role in training, coaching, and supporting current and future Promotoras and Apprentices. This is a position for a highly responsible, structured and personable community member with a strong understanding of, or experience living in, Chicano and Latino immigrant neighborhoods or similar communities. Come join our collaborative, creative, innovative and supportive team!

DUTIES AND RESPONSIBILITIES:

Community Outreach Programming:

- Organize, manage, and coordinate ongoing Community Outreach programming and ensure the successful implementation of:
 - The GrowHaus' weekly no-cost grocery & cooking class: Cosechando Salud (Harvesting Health)
 - Cosechando Salud "Movil" home food delivery services to homebound residents
 - The Home-Visit program
 - Adult education classes (adapt and create curriculum as needed)
- Develop and implement a new 'Promotora Apprenticeship' program (in collaboration with the Director of Programs)

- Create and track the Community Outreach department budget and manage ongoing program finances
- Facilitate team meetings with the Community Outreach team

Supervisory:

- Oversee recruitment, training, and management of Community Outreach team, including Promotoras, Promotoras Apprentices, interns and volunteers
- Hold individual check-ins with each team member weekly and facilitate full team meetings regularly
- Seek out and coordinate professional development opportunities for all team members

Evaluation and Impact:

- Ensure collection and recording of detailed program metrics, train other team members in doing so
- Support grant management through data collection, program evaluation, and impact reporting
- Conduct surveys and solicit frequent feedback from neighborhood residents and program participants; create an environment of trust and discretion. Incorporate feedback into ongoing programmatic improvements
- Develop and maintain a resource list based on the needs of our community

Miscellaneous:

- Build and maintain partnerships related to food access, particularly in GES and Northeast Denver
- Support the planning and execution of organization-wide events
- Available to work evenings and weekends on occasion
- Other duties as assigned

REQUIRED JOB SKILLS, EXPERIENCES, AND QUALIFICATIONS:

- Bilingual/Bicultural English and Spanish
 - **Note: Fluency in Spanish and English is required. Non-fluent speakers will not be considered.**
- 2 + years work experience in: nonprofit program oversight, community activation or organizing, social work, food systems, public health, 'Promotor/a' models, or related field

- Strong experience with program development and management including setting and achieving goals, financial management, coordinating logistics, etc. Grant oversight and management: financial oversight, tracking metrics, meeting grant goals and deadlines
- Experience working with and engaging diverse communities, preferably with Latino communities
- Experience managing individuals new to the workforce and of varying levels of education and professional experience
- Strong work ethic, self-starter, works well under pressure, highly organized with a strong attention to detail
- High tolerance for ambiguity
- Strong written, verbal, and public speaking skills in both English and Spanish
- Strong technical proficiency with using Excel and Google Suite tools
- Firmly committed to equity, diversity, and inclusion

PREFERRED JOB SKILLS, EXPERIENCES, AND QUALIFICATIONS:

- An understanding of potential barriers to healthy food access and of the strengths and weaknesses of the existing food system . Passion for urban agriculture
- Personal or professional ties to, or experience working with the Elyria Swansea and Globeville neighborhoods, or other Latino, Chicano, and immigrant communities
- Experience with workforce development and training

HOW TO APPLY

Applications received before **January 20, 2020** will be given priority. Interviews may occur as qualified candidates apply. Job description will be removed once the position is filled.

Interested parties must submit a resume and letter of intent addressing the following questions to careers@thegrowhaus.org, with subject line: Community Outreach Manager Application.

→ Why you? Why this position? Why The GrowHaus? & Your level of Spanish and English fluency.

The GrowHaus is proud to be an Equal Employment Opportunity. We do not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.