



# Bilingual Youth Engagement Manager JOB DESCRIPTION

## BACKGROUND

[Denver Urban Gardens](#) (DUG) is a 501(c)(3) organization nationally recognized as a leader in creating sustainable community gardens. DUG was founded in 1985 to support local neighborhoods in establishing food-producing community gardens and has expanded into nutrition education and training programs, school partnerships and work in food access.

DUG's **mission** is to provide the access, skills and resources for people to grow healthy food in community and regenerate urban green spaces.

Our **vision** is a sustainable urban future where people are deeply and directly connected to the earth, each other, and the food they eat.

Our **values are to:** Earn TRUST | Demonstrate INTEGRITY | Embrace EQUITY | Build COMMUNITY | Inspire CURIOSITY

The **Bilingual Youth Engagement Manager** will play an active role in leading the development and management of our educational programming for youth audiences. We are looking for a creative, organized, and proactive individual who enjoys working collaboratively, is passionate about effective and equitable approaches to learning and teaching, has experience working with a variety of backgrounds and lived experiences, and embraces the value of community and cultivating relationships.

## ESSENTIAL JOB DUTIES

This position reports to the Director of Education Strategy and Engagement.

### Program and Partnership Management - 60%

- Work in partnership with the Director of Education Strategy and Engagement to develop engaging, culturally responsive programming around food, community, and climate
- Coordinate with partners, schools, and gardens to deliver DUG programs year-round
- Maintain the Youth Programming calendar, scheduling programs, tabling, and outreach opportunities, and coordinating teaching schedules
- Train and manage the Youth Programs Coordinator and contract instructors to deliver DUG programs at partner schools

**Garden Outreach and Activation - 15%**

- Work closely with DUG's Garden Activation Coordinator to build and maintain relationships with Garden Leaders, school administrators, educators, and parents in DUG gardens
- Provide outreach and resources for activating gardens as spaces of wonder and learning for educators and parents

**Curriculum Development and Maintenance: 15%**

- Organize and maintain DUG's library of programming and partnership resources
- Review, refresh, and expand curriculum, lesson plans, and resources to meet learning outcomes and ensure culturally responsive approaches

**Administrative Work - 10%**

- Work collaboratively with the Grants Manager, Director of Finance, and Director of Education Strategy and Engagement to manage youth programs grants, including tracking and reporting on attendance, budget, outreach requests, and program outcomes
- Attend grantee meetings and networking events with program partners
- Maintain timely and responsive communication with colleagues, program partners, and educators

**REQUIRED SKILLS, EXPERIENCES, & QUALIFICATIONS**

- Bilingual Spanish/English (native or near-native fluency in both languages)
- 2+ years of experience in educational program development and management
- 2+ years experience in ECE and/or K-12 curriculum development
- Managerial experience in an educational environment
- Excellent interpersonal skills, with the ability to effectively and respectfully work with and interact with diverse professionals and community members
- High level of organizational skills
- Able to identify priorities and manage several projects concurrently
- Work mostly weekdays with occasional weekends and evenings
- Must pass a criminal background check prior to start
- Access to transportation (mileage or transport reimbursement included)
- Occasional lifting up to 35 lbs. with reasonable accommodations

**PREFERRED SKILLS**

- Experience with Google Suite, Slack, and Salesforce
- Knowledge and/or experience with food systems and food access
- Garden or urban farming education and experience
- Knowledge of trauma-informed learning

## **COMPENSATION + BENEFITS**

Starting compensation is \$55,000 - \$65,000. This is a full-time, exempt, fully benefited position based on experience and skill set. Benefits include a flexible work schedule, paid holidays, vacation, a generous 'trusted time off' paid time off policy, as well as employer-sponsored health/dental insurance plans and retirement plan.

## **EQUITY STATEMENT**

DUG centers equity as one of its organizational values and we value diversity — in backgrounds and in experiences. We believe food is a universal right, and we need people from all backgrounds and swaths of life to help build the future of our food system.

DUG centers equity as one of its organizational values and we value diversity. Diversity not only includes race and gender identity, but also age, disability status, veteran status, sexual orientation, religion and many other identities we hold. We encourage applications from those with historically and/or currently marginalized identities.

To apply, please send your resume and a cover letter to [jobs@dug.org](mailto:jobs@dug.org). Please include the position title in your subject line.