



Program Coordinator

Location: 6825 E. Alameda Ave, Denver, CO 80224

Start Date: August 1st, 2024

Salary: \$23/hour

Employment Type: Part-time; 15-20 hours per week; year round

Supervised By: Executive Director and Programs Manager

**About:** Ekar Farm is a 501 (c) (3) non profit organization that works in hunger relief, food justice/sovereignty, and experiential education. Our mission, inspired by Jewish values, is to build community, provide experiential and environmental education, and grow sustainably produced fruits and vegetables, expanding access to those in need. Throughout all of our work we follow and promote these values: sustainability, land stewardship, building community, interconnectedness with the Earth, sharing abundance, food justice, and honoring sacred cycles of work & rest. Annually, Ekar engages 10,000 program participants and grows over 20,000 pounds of organic, nutrient dense produce for distribution to low income and marginalized community members.

**Position Overview:** Ekar Farm is seeking a dedicated Program Coordinator to join our team, overseeing the execution and management of the Healthy Food for Denver Kids (HFDK) grant. The Program Coordinator will play a pivotal role in ensuring the successful implementation of grant activities, financial compliance, community outreach, and program coordination.

**About HFDK:** HFDK (Healthy Food for Denver Kids) information can be found here - [Healthy Food for Denver's Kids](#). Ekar Farm has been awarded a 3-year grant in HFDK Cohort05 beginning August 1, 2024 and ending on July 31st, 2027. Ekar's deliverables fall under all three of the grants' priority areas, which include: 1) Nutritious Food Access & Security for youth ages 18 and under and their families, 2) Increasing participation in Federal Nutrition Assistance Programs (e.g., SNAP, WIC, CACFP, SFSP, school meals, etc.) for youth ages 18 and under and their families, and 3) Food Education to improve nutrition knowledge, food skills and healthy eating environments for children, families, and caregivers in Denver. For more information on our organizations deliverables as they relate to the HFDK grant please inquire during the interview process.

**Responsibilities:**

- Manage and execute all administrative aspects of the Healthy Food for Denver Kids (HFDK) grant.
- Ensure financial compliance by tracking budget expenditures, payments, and financial transactions related to the grant.
- Gather and analyze data from programs and their participants to provide valuable feedback for program improvement.
- Assist in planning and coordinating programs and related activities.
- Monitor program implementation to ensure adherence to policies, schedules, and budgets.
- Coordinate program communications, including community outreach and media relations.



- Oversee program budgeting and billing processes.
- Facilitate positive relationships among staff, clients, administrators, and stakeholders.
- Schedule and organize program-related meetings and events.
- Maintain accurate program records, reports, presentations, and proposals.

**Reporting Structure:** The Program Coordinator will report directly to Becca Harley, Ekar's Community Outreach and Programs Manager, and Jason Plotkin, Ekar's Executive Director.

**Position Details:**

- Position: Program Coordinator
- Hours: 15-20 hours per week (part-time), year-round
- Hourly Rate: \$23 per hour
- Start Date: August 1st, 2024

**Qualifications:**

- Bachelor's degree in a related field or equivalent experience.
- Previous experience in grant management, program coordination, or a similar role preferred.
- Strong organizational and time management skills.
- Excellent communication and interpersonal skills.
- Ability to work independently and collaboratively in a team environment.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and Google Workspace.
- Familiarity with social media platforms and media relations is a plus.

**Location:** This is a hybrid position. 50% of the work is remote while the other 50% will take the Program Manager to program sites, the farm (currently located at 6825 E. Alameda), food access sites, or other places in the community to gather feedback/data.

**Schedule:** The Program Manager, Community Outreach and Programs Manager, and Executive Director will work together to create a schedule that works for the Program Manager and Ekar. Hours will be during standard working hours, Monday through Friday, 7am - 5pm.

**Application Process:** To apply for the Program Coordinator position, please submit your resume and a cover letter outlining your qualifications and interest in the role to Jason Plotkin at [jason@ekarfarm.org](mailto:jason@ekarfarm.org). Applications will be reviewed on a rolling basis until July 10th.

\*\*\*Ekar Farm is an equal opportunity employer committed to diversity and inclusion in the workplace. We encourage individuals from all backgrounds to apply.