



## 2023 Rudy Lozito Fellowship Program Manager

### Position Announcement

#### Organization

Urban Tilth cultivates agriculture in west Contra Costa County to help our community build a more sustainable, healthy, and just food system. We work with residents, schools, community-based organizations, government agencies, businesses, and individuals to develop the capacity to produce 5% of our own food supply. Since its founding in 2006, Urban Tilth has emerged as a local leader, and catalyst of integrative food and community-focused efforts.

Staffed by residents and drawing on principles of agroecology, community leadership, and youth development, we teach, farm, forage, train, and employ residents to increase our community's food self-sufficiency. We strongly believe that under-served communities have the potential to solve our own problems if given real opportunities to obtain adequate resources, quality education, meaningful employment and real leadership pathways. All of our programs use individual, youth and community development models as strategies to empower our residents to solve food justice challenges in West Contra Costa County.

#### Position Description

Urban Tilth has an immediate opening for a Program Manager to manage and facilitate the delivery of our 2023 Rudy Lozito Fellowship at the North Richmond Farm. The person who holds this position will manage the development and delivery of a 9 month fellowship program centered on the training and mentorship of 4 fellows in collaborating with our North Richmond Farm Collective. Urban Tilth's Rudy Lozito Fellowship Program is designed to support the development of urban agricultural, ecological, leadership, employment and transformative life skills in Richmond and San Pablo. The scope of this fellowship includes training fellows via hands on trainings, guest lecturers, local field trips in the concepts of: seasonal organic food production, seasonal orchard maintenance, community supported agriculture, no-till soil management, drip-irrigation installation, organic fertilizer application, propagation, pruning, food safety, food handling, food sanitation, food systems, community engagement, and other valuable topics.

This Program Manager will be responsible for managing and organizing the Rudy Lozito Fellowship Program's day-to-day activities from training and orientation all the way through graduation and end of program reporting for their specific site crew. This position requires strong organization skills, a background in education, tenacity, self-directed follow-through on tasks, attention to detail, strong time management, excellent project and personnel management skills and a warm heart.

**Position responsibilities:****Manage:**

- Development of 9 Month Fellowship Curriculum
- Work closely with North Richmond Farm Collective to ensure the curriculum is a direct reflection of current farming practices.
- Recruitment and Hiring of 4 Fellows
- Fellowship Orientation
- Responsible for disciplining and referring of fellows issues to Director of Farm and Garden Programs
- Referring staff for discipline to senior staff council
- Organization and scheduling of field trips to relevant projects
- Organization of Fellowship Graduation
- Ensuring the Publicity of the 2023 Fellowship Program through quarterly newsletters and weekly social media posts.
- Recording and submission of weekly site data summaries
- Tracking of Apprentice timesheets and progress towards completing required hours for program subject areas.
- Development of a Pre and Post evaluation for Fellows to track growth.
- Developing a feedback survey for Fellows to provide feedback on Fellowship experience.
- Integrate North Richmond Farm Collective into teaching roles during the program based on their
- Maintain a photo diary of all program work and regularly upload photos to DropBox and Facebook
- Attend ALL staff meetings

**Required Skills:**

- Curriculum development and implementation
- Excellent communication and organizational skills
- Reliable, punctual and able to meet deadlines
- Proficiency in food safety, food handling, food sanitation, organic and regenerative farming, and food systems.
- Excellent conflict resolution skills
- Experience working with youth of color.
- Proficiency in online social media, communications and Google Suite (Excel/Sheets, Docs)
- Excellent verbal and written communication skills
- Collaborative yet self-driven work style
- Comfortable managing multiple tasks and picking up new tasks as needed
- Experience working in Richmond, or San Pablo
- Comfortable moving around in North Richmond
- Confidence in one's ability to lead and make decisions on behalf of the whole group

**Compensation: \$27/hour**

**\*People of color, and Richmond residents are strongly encouraged to apply**

**How To Apply:**

Urban Tilth has a great team and we are doing great things. Check out our website: [www.urbantilth.org](http://www.urbantilth.org)  
Send resume, references and cover letter via email to: [employment@urbantilth.org](mailto:employment@urbantilth.org)

