



Pinellas Education Foundation

Job Description

YOUTH FARM COLLABORATION MANAGER

Department: Programs

Reports to: Executive Director of Career Technical & Adult Education at Pinellas County Schools

Description:

The Pinellas Education Foundation is dedicated to accelerating achievement for all students through the effective mobilization of resources, relationships and innovation. The Foundation has been in existence for 31 years and regularly achieves national recognition as a leading education foundation in the country. Some of our signature programs include Enterprise Village and Finance Park and Take Stock in Children, which are all initiatives that got their start in Pinellas County Schools and expanded through partnerships to statewide and international impact. Pivotal to our success is our commitment to equity, collaboration, and innovation. It is through the combination of a commitment to our vision and mission, an effective board, strong staff, and key community partners that the Foundation continues to thrive and maintain high levels of success.

The Youth Farm Project at Enoch Davis is a youth empowerment initiative still in its formation stage. Following successful models across the country, the vision is for high school age youth to take on progressive leadership roles on an urban farm while being trained in entrepreneurship and business, leadership, job readiness, food systems and urban agriculture, and the culinary arts. Youth will learn through experience by producing, processing, marketing and distributing produce, receive stipends for their work, and be encouraged to take leadership positions for the farm, including serving on the Youth Advisory Board and Steering Committee. Youth will be encouraged to propose new projects and initiatives for the farm. Community leaders, organizations and mentors will provide guidance, resources and knowledge to help youth succeed. The structure of the initiative follows the Collective Impact Model, which is a framework to tackle deep-rooted and complex social problems as a structured collaborative. It involves government, business, philanthropy, non-profit organizations and citizens coming together to achieve significant and lasting change.

The Youth Farm Collaboration Manager, under the direction of the Steering Committee and Youth Advisory Board, will have the opportunity to build a youth development and entrepreneurship program in collaboration with youth leaders and participants, as well as a range of organizational partners with expertise, experience, and programs in youth development, workforce development, and food systems.

The project is still in early phases, with a 2019 summer pilot planned for 15 high school age youth at 20 hours a week for 6 weeks, followed by an anticipated full program in the fall. The position will be employed by the Pinellas Education Foundation and supervised by Pinellas County School District, but will work closely with the City of St. Petersburg, Foundation for a Healthy St. Petersburg and UF/IFAS Extension Pinellas County. It is expected that over time, the program will be replicated at multiple sites.

Responsibilities include but not limited to: The Collaboration Manager will work with the Steering Committee, Youth Advisory Board and Workgroups to identify key project priorities and responsibilities at different phases of the project depending on available resources. The Collaboration Manager is responsible for the following:

1. Maintain Strategic Coherence of the Effort

A. Accountability, Evaluation, & Guidance

I. Analyze and monitor progress (including Working Group progress) against specific strategies and goals identified by Working Groups
II. Continue to work with evaluation team to develop outcome indicators and performance measures to evaluate progress and to inform system improvement
III. Begin to collect indicators and develop data collection processes with evaluators
IV. Encourage sharing of best practices among the Steering Committee members and the Working Groups
V. Monitor outcome indicators and performance measures related to Working Group to evaluate progress and to inform system improvement

B. Knowledge Sharing, Overall Logistical Support

I. Foster one-on-one relationships with Steering Committee members, Youth Advisory Board (YAB) members, and other key stakeholders
II. Coordinate research and other activities currently underway by participants in the initiative.
III. Encourage sharing of best practices among the Steering Committee members, YAB members and the Working Groups
IV. Identify potential “quick wins” where Steering Committee can act quickly to advance a particular issue
V. Monitor and enable easy dissemination of Common Agenda and/or Blueprint for Implementation (if developed)
VI. Provide overall logistical support for meetings

2. Help Coordinate through the Steering Committee and Youth Advisory Board

A. Management and Facilitation

I. Identify and raise issues/concerns with the Steering Committee and YAB
II. Assist development of agendas for Steering Committee and YAB meetings and other meetings as necessary
III. Create decks and materials for Steering Committee and YAB meetings and other meetings as necessary
IV. Maintain a high-level perspective to guide and participate in Steering Committee and YAB meetings as necessary
V. Follow up and manage next steps that come out of Steering Committee, YAB and Working Group meetings, as necessary
VI. Manage meeting logistics (e.g., dial-in, attendance, cancellations, etc.)
VII. Consolidate Working Group updates for Steering Committee and YAB
VIII. Summarize meeting notes and next steps

3. Support Fundraising and Outreach

A. Coordination, Communication & Policy

I. Engage with and/or facilitate community engagement with a broader audience, as appropriate, to build buy-in from additional stakeholders
II. Facilitate communication between the Steering Committee, YAB and Working Groups to understand challenges at the Working Group level and strategic coherence at the Steering Committee and YAB level
III. Develop external communications materials and a comprehensive community engagement and communications plan
IV. Coordinate with other major initiatives in the community, as appropriate, to minimize redundancies and align strategies and actions
V. Note potential legislative agenda, policy, and funding recommendations with guidance of Working Groups, YAB and Steering Committee and serve as a go-between among the initiative and other partners advocating for particular policies
VI. Respond to requests for information by community partners and allies as appropriate, in coordination with Working Groups, YAB and Steering Committee
VII. Develop a plan for ongoing funding for the Youth Farm Project work

4. Establish and Support Working Groups

A. Establish Working Groups

I. Work with Steering Committee and YAB to develop a list of priority Working Group members and Co-Chairs
II. Invite Working Group members through letter, calls, and 1-on-1 meetings
III. Orient Working Group Co-chairs and members to their roles
IV. Establish Working Group goals with the Steering Committee and YAB, and refine with Working Group Co-Chairs

B. Project Management, Facilitation, and Support

I. Guide Working Groups to develop specific goals, metrics, and implementation strategies based on the Common Agenda
II. Assist development of meeting agendas (i.e. provide draft agenda)
III. Assist co-chairs/develop meeting materials including presentation
IV. Research topics relevant to strategy development
V. Develop talking points for Working Group co-chairs
VI. Assist Working Group co-chairs with completing report-back to groups
VII. Help Working Group co-chairs incorporate Steering Committee and YAB feedback on goals, metrics, and strategies
VIII. Follow up and manage next steps that come out of Working Group meetings
IX. Plan and schedule Working Group meetings
X. Support Working Group co-chairs to facilitate meetings
XI. Ensure attendee lists are up to date
XII. Manage meeting logistics (e.g., video conferencing, attendance, lunch, cancellations, send final lists to admin staff etc.)
XIII. Print meeting materials and talking points

5. Management and support of the PTC Food Systems Center

A. Oversight, management and support to the PTC Food Systems Center, including:

I. Maintain a schedule of courses offered at the Food System Center.
II. Facilitate activities between the Youth Farm participants and the Food Systems Center.
III. Implement community awareness activities to promote both the Youth Farm Project and the Food Systems Center coursework.
IV. Maintain clear communications between Youth Farm participants, Food Systems Center staff and PTC administration.
V. Provide support to the Food Systems Center instructional staff as needed.
VI. Facilitate the hiring of instructors for classes held within the Food Systems Center.

Skills/Attributes:	The successful candidate will have established relationships with community leaders and/or residents in the South St. Petersburg CRA. The successful candidate will demonstrate experience and commitment to facilitating opportunities for youth to take on leadership roles in their community. He or she will have strategic planning experience as well as experience with Collective Impact projects and experience in food systems. A significant experience working within cross-sector collaborations is preferred.
Experience Required:	This position requires eight years of some combination of post-secondary education and experience in fields relevant to the position. Two years of experience should involve influencing and working closely with high-level leaders.
Physical Demands:	The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.
Work Environment:	The work environment characteristics described herein are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.
Compensation:	This is a \$55,000 salary exempt position. Benefits include, health insurance (medical, dental and eye), retirement option and generous paid vacation.

Please apply by Monday, April 29th at 5 p.m. We are expecting a quick turnaround for this position, with interviews scheduled shortly after the closing date and a candidate selected by the end of May.

Interested candidates should upload a cover letter and resume to:

<https://www.pinellaseducation.org/youthfarmcm>