



Chicago Grows Food Program Manager

Reports to: Executive Director

Hours: Full time, 40 hours per week

ABOUT CHICAGO GROWS FOOD:

Chicago Grows Food (CGF) is a collaborative devoted to expanding and unifying the food growing community in Chicagoland. We believe that communities in and around Chicago deserve equitable and holistic health outcomes and that empowering and creatively connecting advocates for safe and environmentally-conscious food production, land stewardship, food access, food security and nutrition will help bring this vision to life. We support food sovereignty and healthy food access by implementing our Grow Your Groceries programming which includes grow kits, home gardens, and community gardens. As a grassroots organization budding amidst COVID-19, we are looking for a person who is invigorated by the prospects of taking on a prominent role in helping to form the structure and lead the collective vision of Chicago Grows Food.

JOB SUMMARY:

The position will be responsible for high level administration, coordination, and planning for the Chicago Grows Food programming in coordination with collaborative members. Their role will be integral to fostering sustainability within the collaborative and in implementing programming and education activities.

DUTIES AND RESPONSIBILITIES:

Grow Your Groceries Programs

- Facilitate Grow Kit & Home Garden workgroup meetings
 - Set agendas
 - Send email reminders
 - Lead through questions and program processes
- Grow Kit programming
 - Update registration form
 - Remind team to share out with site contacts
 - Email communication with interested participants - inform about programming, confirm address, # of kits, # of Spanish and English booklets, # of each seed type, activity requested (e.g. presentation, fact sheet)
 - Schedule delivery dates with sites and CGF rep if they want to be there
 - Confirm delivery person/organization - send calendar invitation with relevant people
 - Organize & complete deliveries (pick up, drop off, site contact, presentation activity)
 - Monitor CGF email for unsolicited asks and questions
 - Follow up with sites
- Home Garden programming
 - Order seedlings based on past interest
 - Update sign up form
 - Email out sign up form to past participants

- Remind CGF team to share with possible new participants
- Send out orientation video to new participants
- Monitor who has watched and completed form for site assessments
- Schedule time for new participants to have a site assessment - figure out who will conduct them
- Schedule delivery dates
- Organize inventory of what seedlings people want
- Confirm delivery person/organization - send calendar invitation with relevant people
- Organize & complete deliveries
- Weekly resource emails

Team management

- Works to expand relationships between CGF and the Chicagoland urban gardening community
- Manages relationships with existing institutional and individual members of CGF
- Manages internal communications about programs
- Helps expand and grow our membership via prospecting, 1on1 meetings, and follow up with interested parties
- Initiates and drives democratic processes for member involvement in CGF including decision-making processes, gathering feedback, and implementing priorities as voiced by the collective
- Responsible for onboarding and overseeing program contractors

Organizational development

- Support strategic planning
- Help track organizational goals and metrics
- Support organizational development process (i.e. 501(c)3 or co-op)

OUR IDEAL CANDIDATE

- You are a fluent Spanish speaker.
- You are vision-oriented, full of ideas, and eager to take on big projects.
- You have the passion to be a go-getter and proactive, while also knowing how to delegate.
- You can work both individually and as a member of a team.
- You have a working knowledge of and demonstrated commitment to forming local food systems that increase community resiliency and health.
- You have strong organization skills and can keep folks accountable and on track to completing goals.

QUALIFICATIONS

REQUIRED SKILLS AND QUALIFICATIONS:

Any combination of formal education, paid work experience, unpaid/volunteer experience, and life experience will be considered to meet the following:

- A minimum of five years nonprofit experience (or similar organizational experience) in program management and relationship development.
- A minimum of three years managing direct reports, preferably in a nonprofit setting (can include volunteers, interns, and/or AmeriCorps).
- Demonstrated track record of scaling an organization, department, or program(s)
- Bachelor's degree or equivalent work experience in a related field
- Ability to manage, organize, and coordinate operations
- Excellent verbal, written, analytical, and interpersonal skills
- Strong time management skills and the ability to manage multiple projects simultaneously
- Professionalism, empathy, and the ability to work as part of a team and interact with a diverse array of people from all walks of life
- Must have access to a car and proof of insurance

- A proven ability to move initiatives forward, identify opportunities, take reasonable risks, manage challenges, and achieve desired results
- A skilled leader with an ability to motivate, coach, and develop an experienced staff
- Confident and inclusive leadership style
- A commitment to improving food access and food sovereignty throughout Chicago
- Passion for gardening, food justice and the benefits of farm-to-school programming

PREFERRED SKILLS AND QUALIFICATIONS:

- Multiple years' experience growing food intensively in an urban setting
- Experience as a member or leader of a collaborative or non-hierarchical organization
- Experience in curriculum development, program design & evaluation is a plus
- Knowledge of urban agriculture, community development, and communities in Chicago.
- Experience cultivating support from corporate sponsors.

WORKING CONDITIONS:

- Hybrid work environment. 40% work from home and 60% work from the field at CGF partner sites (indoor and outdoor).
- Work occasional nights and weekends as necessary to attend meetings and events.
- Must have access to reliable transportation and ability to travel to meetings or events at different locations.
- Use of computer required.
- Some heavy lifting may be required (under 50 lbs).

COMPENSATION AND BENEFITS:

- This is a full-time, benefits-eligible position that is housed within Chicago Grows Food's fiscal sponsor, Gardeneers. Full benefits are available through Gardeneers including healthcare, employer-provided laptop, and generous PTO and sick days (in addition to federal holidays).
- Salary Range \$55,000-\$65,000

HOW TO APPLY

To apply, please send a cover letter and resume in an email with the subject line "[Your Name] - Program Manager" to chicagogrowsfood@gmail.com.

The priority deadline for applications is October 31, 2025. Applications will be accepted and reviewed on a rolling basis until then.

Chicago Grows Food is an equal opportunity employer that does not discriminate on the basis of race, color, religion or belief, disability, gender, nationality, ethnicity, sex, gender identity or expression, sexual orientation, or any other status protected by law (including pregnancy, childbirth, or related medical conditions). Women, people of color, and LGBTQ candidates are strongly encouraged to apply.