

**Associate Youth Education Manager****Hours: Full-time, Exempt, On-Site****Languages: Fluid conversational English/Spanish****Valid Drivers License****Reports to: Executive Director****Salary Range: \$50,000 - \$52,500****About The GrowHaus**

The GrowHaus is dedicated to fostering community-driven food justice through wellness education, food access, and leadership development. Our mission ensures that healthy food is a right, not a privilege. We focus on Globeville, Elyria-Swansea, and broader metro Denver neighborhoods. Our approach combines food access with health and wellness resources and community wealth-building. We provide diverse programming for adults, children, and families, emphasizing the importance of growing and cooking healthy food and overall wellness.

**Opportunity Overview**

The Youth Education Program Coordinator will be a key part of the Education team, reporting to the Education Program Manager. This is a position for a dedicated individual who will coordinate The GrowHaus' educational programming, including after-school programs and summer programs. We are looking for a self-starting solution seeker with a deep passion for working with students of all ages, a dependable and proactive individual who is comfortable interacting with and leading people from a variety of backgrounds and positions. The ideal candidate is someone who is eager to deepen existing and create new relationships with our youth program participants and families; able to build a plan and adapt when necessary; excited to work in a culturally and racially diverse work environment; driven to learn and improve, and deeply passionate about The GrowHaus' mission and food justice.

**Primary Responsibilities:****Program Coordination (60%):**

- **Team Building:** Support recruitment and evaluation of facilitators and interns. Team size varies based on programming needs.
- **Program Management:** Plan and execute programs, including outreach, participant recruitment, relationship cultivation, budget management, and logistics coordination (field trips, guest speakers, material purchases, etc.).
- **Support and Facilitation:** Provide a supportive environment for team and participants, conduct regular check-ins, build family relationships, and facilitate educational programs.
- **Administrative Duties:** Handle various administrative tasks as assigned.

Program Development (20%):

- Conduct community-informed research and assist in curriculum development.

Program Evaluation (10%):

- Regularly submit reports on program metrics and effectiveness, update and implement evaluation tools to enhance programming.

Personal Growth and Self-Care (10%):

- Manage work-life balance, prioritize self-care as defined individually, and respect communication boundaries.

### **Job Skills, Experiences, and Qualifications:**

- **Mandatory:** Bilingual in English and Spanish, flexible schedule, ability to pass a criminal background check, access to personal vehicle with valid driver's license, formal teaching experience, experience working with communities of color, community partnership building, adaptability, problem-solving, active listening, strong interpersonal skills, organizational skills, experience in budgeting and task coordination, proactivity, responsibility, team and independent work capability, proficiency in Google Workspace and Excel.
- **Preferred:** Experience in grassroots nonprofits, knowledge of food systems, urban agriculture, restorative justice practices, and trauma-informed learning.

The above list of job duties is not exclusive or exhaustive. The post holder may be required to undertake other tasks related to The GrowHaus overall scope of work and mission, at management discretion. Evenings and weekends work may be required.

### **Application Process**

Send a **resume, three professional references, and a letter of intent** to [hr@thegrowhaus.org](mailto:hr@thegrowhaus.org) with "Associate Youth Education Manager" in the subject line. Your letter should highlight your alignment with our mission and your nonprofit experience. Incomplete applications will not be considered.

### **Commitment to Diversity**

We encourage individuals from diverse backgrounds to apply. This job description is open and partial, and tasks may expand as needed. The GrowHaus is an Equal Opportunity Employer, committed to inclusivity across race, religion, gender, sexual orientation, age, and other protected statuses.