



Urban Harvest

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Program Coordinator

Urban Harvest is searching for an outstanding individual with strong leadership, management, and community skills to become its Program Coordinator. We invite applications and nominations for candidates with the skills, characteristics, and experience described below.

Organization Overview

The mission of Urban Harvest is to cultivate thriving communities through gardening and access to local, healthy food. Our work addresses urban hunger, good nutrition, community and family development, sustainability, and economic development, and teaches individuals how to feed themselves through their own gardens and farms. Urban Harvest staff and volunteers address these issues by promoting farmers' markets, providing gardening education for all ages, and supporting a network of community and school gardens throughout the greater Houston area. These projects improve food access and promote local food sources while helping families and individuals work productively, sustainably, and creatively on the land.

Urban Harvest is supported by a hardworking staff of 10, a dedicated 12-person Board of Directors, a network of thousands of volunteers, and many individuals, families, foundations, community partners and businesses. Our programs create exciting, sustainable avenues for intergenerational interactions, connecting family and individual growers of all ages to the neighborhood, food, land, and people of the local area. Together, we are growing healthier, more sustainable homes and families in and around Houston.

Job Description

The Program Coordinator will work with staff, regional farmers markets and farm stands, and community partners to promote the organization's mission and accomplishments, position SNAP Programs across the region to grow and thrive, and set priorities for achieving optimal community impact for low-income families and individuals. He or she will provide strong leadership for SNAP/Double Up across the region, including management of programs, reporting, evaluations, marketing and outreach, vendor reimbursement, and community relations. The Program Coordinator position is supported through grant funding. Specifically, the Program Coordinator has the following responsibilities:

1. Coordinate SNAP Double Up Programs across participating markets, aligning operations, marketing, outreach, and processes; deliver ongoing, on-site education as needed; lead regular monthly calls with markets and farm stands
2. Track, report, and evaluate on outcomes of the SNAP Double Up Program, including both quantitative metrics for transactions/redemptions and qualitative impacts of the program for Houston families, farmers, and farmers markets/farm stands.
3. Provide ongoing technical assistance and troubleshooting for the SNAP Double Up Programs across participating markets
4. Develop a fund plan for the continuation of the program for future years, exploring opportunities to expand and diversify participation to new markets, farm stands, and brick and mortar sites; establish development plan with appropriate Houston-based and/or national funders

5. Collaborate with Double Up partners to establish a SNAP-based farmers market in the Northeast Houston region

Desired Characteristics

1. Outreach and marketing experience
2. Experience working in food deserts and/or low-income communities
3. Collaborative, systems-focused thinking that drives results for the program's constituents: families, farmers, and low-income communities
4. The capacity to facilitate visionary thinking and to articulate a clear and compelling vision to best serve low-income families, farmers, and other SNAP recipients
5. Research experience and/or experience with program evaluations
6. Preferred: Bilingual English and Spanish, full professional proficiency
7. Well-organized, adept at handling multiple tasks, and skilled at setting priorities and focusing on issues that will contribute most to the program's growth and success
8. A good listener and a creative problem solver who is politically savvy, patient, collaborative, and able to reconcile divergent points of view
9. The ability to effectively identify and communicate issues and challenges in a timely way

To apply, please email a resume and cover letter to libby@urbanharvest.org