



POSITION DESCRIPTION—FOODWAYS PROGRAM DIRECTOR

POSITION TITLE:	Foodways Program Director	REGULAR	(X)	TEMPORARY	()
PROGRAM NAME:	Foodways	EXEMPT	(X)	NON-EXEMPT	()
WORK LOCATION:	Hindman, KY	SALARY	(X)	HOURLY	()
SUPERVISED BY:	Sr. Director, Program Dev	REGULARY SCHEDULED HRS/WK:			
SUPERVISES:	Farmers Market Manager	Full-Time (40+)			

OUR SCHOOL

The Settlement School’s mission is *to provide education and service opportunities for people of the mountains, while keeping them mindful of their heritage*. The School offers intervention and tutoring services for children with dyslexia; traditional and literary arts instruction; and programs designed to promote the rich agricultural and food traditions of the region.

POSITION SUMMARY

The Foodways Program Director for Hindman Settlement School will possess a broad range of skills and abilities suited to cross-program implementation and leadership. The Foodways Programs Director will coordinate and manage existing and new initiatives for the School’s foodways and agricultural education programming, including home-based gardening support, campus-wide foodways events and projects, and school-based agricultural programs for students. S/he will also represent the Settlement School in a variety of public-facing roles. Strong relational and administrative skills with a proven ability to work independently and with teams, both internally and externally, are cornerstones of this position. This position requires a servant attitude with a willingness to do whatever it takes to support the overall mission of the Hindman Settlement School.

PRIMARY JOB FUNCTIONS

1. Coordinates, implements, and evaluates Settlement School foodways and agricultural programs, including our technical assistance program for home-based gardeners, Roots & Rows; our ongoing series of foodways conversations and workshops, Agrilachia; and other agriculture-based education programs to support existing and new initiatives;
2. Provides strategic direction and implementation for a robust slate of campus- and school-based agricultural programs that include youth gardening—both traditional and hydroponic systems—and healthy eating promotion;
3. Supervises support staff responsible for the coordination of the Knott County Farmers’ Market and local family/producer use of The Cannery;
4. Facilitates new partnerships and education opportunities in foodways and agriculture to expand the reach of Settlement programming, locally and regionally;
5. Serves as the primary coordinator of Dumplin’s & Dancin’: A Heritage Food & Dance Weekend and fosters new event and retreat opportunities to support the mission of the school;

6. Provides outreach to local and regional communities and serves as a liaison to local organizations;
7. Coordinates and tracks volunteer, intern, instructors, and other contractor positions, as needed, to fulfill program objectives, in coordination with the Office Manager and Bookkeeper;
8. Provides communication and advancement support services, including small grant writing, event sponsorships/underwriting, and reporting, in coordination with the Senior Director, Program Development;
9. Participates in Settlement School staff meetings and special events; and
10. Other duties as assigned.

QUALIFICATIONS FOR POSITION

Education & Experience

- A bachelor's degree from a four-year, accredited, post-secondary institution is required. An advanced degree is preferred.
- At least three years experience managing and evaluating programming in a nonprofit or community-based organization.
- Experience supervising people in paid and non-paid positions.
- Experience working with people in underserved regions, preferably in Appalachia; willingness to learn about Appalachian culture and people.

Competencies & Abilities

- Demonstrated problem-solving and decision-making skills.
- Flexibility and ingenuity with regard to changing work environments and response to opportunities.
- Excellent interpersonal skills with the ability to relate to people of diverse backgrounds.
- Strong organizational skills with the ability to handle multiple and diverse tasks.
- Demonstrated ability to think creatively and strategically and execute plans based on such activity.
- Dependable, excellent judgment and demonstrated ability to operate in flexible, team-oriented environment.
- Excellent verbal and written communication skills.
- Ability to speak publicly to large groups with confidence and authority.
- Ability to work with people from other organizations in an effort to support broader regional aims and goals in line with Settlement School's mission and vision.

Other Requirements

- Willingness to travel both regionally and nationally.
- Willingness to live within commuting distance of Hindman Settlement School.
- Child safety background check and training.
- Valid driver's license.

Hindman Settlement School does not discriminate against any applicant for employment, or any employee because of age, color, sex, disability, national origin, race, religion, or veteran status.