



Urban Agriculture Internship Program Coordinator

About the Center for Land-Based Learning

The mission of the Center for Land-Based Learning is to inspire, educate, and cultivate future generations of farmers, agricultural leaders and natural resource stewards. The Center for Land-Based Learning cultivates opportunity for youth, agriculture, business, and the environment. A statewide nonprofit based in Woodland, CA, CLBL develops adaptive people and ecosystems by inspiring and training leaders to dig into themselves and the land in new ways. Now, we are seeding a vision for the future of agricultural and ecological stewardship in the Golden State and, with the right team members, we can bring that vision to fruition. Our organization values diversity, equity, and belonging and strives to be an inclusive and welcoming community.

Our Values

CONNECTION- We are connectors and bridge builders. We center community and relationships in all that we do. We find joy, opportunity, and meaning in gathering and offering care, gratitude, and support to one another. We value partnership and collaboration with our teammates, communities, participants, and partners.

PURPOSE- We are passionate about our work because we are committed to making a positive impact within our interconnected communities, food systems, and environment.

OPPORTUNITY- We are curious learners, proactive innovators, and creative optimists. We seek to gather and understand diverse perspectives, knowing there's always room to learn and grow.

BALANCE- We recognize that taking care of ourselves and each other is a key part of maintaining our ability to advance our mission over the long-term. As a team, we nurture a culture of wellbeing, and acknowledge and support each other. We practice openness, respect, and generosity to create space for people to belong and thrive.

The Urban Ag Internship Program

CLBL's Urban Agriculture Internship (UAI) is a year-long paid internship in which Sacramento high school students gain skills and experience in sustainable agriculture, workplace readiness, and individualized self-development. Through the synthesis of weekly work hours in school gardens, field trips to local ag lands and natural resource sites, student leadership roles, and weekly workforce development learning, interns have the opportunity to explore a variety of careers, make influential industry connections, develop a host of professional and holistic life skills, and understand what it means to farm for the health of people and the environment. We are currently working with 20-25 interns from Grant Union and Luther Burbank High Schools. Through a secondary piece of the program, we also offer 120-150 students participating in Grant Union and Luther Burbank's Agriculture and Environmental Science Academies with supplemental workforce development training in the form of job preparation workshops, industry guest speakers, career panels, and field trips.

Job Summary

The UAI Program Coordinator will assist with the execution of the UAI Program, offering direct support to both our interns and Academy students. Program Coordinator must be

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able to collaborate with a diverse set of industry and education partners to plan, implement, and assist in leading a holistic curriculum in the form of classroom and land-based lessons, social-emotional learning, hands-on field days, and guest speakers. It is essential that this position commits to collectively creating a safe and growth-oriented working and learning environment that empowers students to develop themselves, their futures, and their communities. This position must also demonstrate commitment to valuing diversity and contributing to an inclusive working and learning environment.

Core Responsibilities

Program Development:

- Assist in overseeing weekly intern work hours at Grant Union and Luther Burbank.
- Collaborate with Program Manager to create and deliver workforce development, leadership development, social/emotional learning, and experiential learning curriculum throughout the calendar year to intern cohorts.
- Collaborate with Program Manager to create and deliver workforce development curriculum to Academy students throughout the school year.
- Assist in coordinating guest speakers, career panels, and field trip opportunities for intern cohorts and Academy students.
- Assist in maintaining an effective communication system with all students, teachers, and industry partners.
- Perform intern payroll duties and assist Program Manager in performing all other administrative duties for intern supervision including, but not limited to, intern recruitment and orientation, onboarding, completing required forms, and offboarding.

Organizational Engagement:

- Participate in UAI and Youth Programs team meetings.
- Participate in at least one organizational working group.
- Participate in organization-wide events as needed.
- Engage in specific cross-training related to other CLBL Youth Programs (FARMS, CFW, SLEWS).

Qualifications & Experience

Minimum Qualifications:

- Demonstrates commitment to valuing diversity and engaging individuals and communities across cultural and racial boundaries.
- Belief in and commitment to CLBL's mission and work.

Preferred Qualifications:

- Associates degree or equivalent work experience in agriculture, education, environmental science or related fields.
- Minimum of 2 years of experience working with youth in informal (camp, program) or formal (classroom) settings, including experience developing and delivering lesson plans.
- Confidence in teaching and managing groups of students in various settings with empathy and cultural competence.
- Previous experience in program coordination or management: communication, meeting facilitation, agenda planning, record maintenance, reporting, community outreach, and partner relationships.
- Proven writing skills, detail-orientation, and ability to communicate effectively.
- Ability and willingness to work with diverse students, partners, and stakeholders.
- Willingness to work as a collaborative team and engage in reflective feedback.
- Ability to work in the field (lifting, planting, hiking, etc.).
- Strong preference for individuals currently living in the Sacramento region.
- Strong preference for individuals who are bilingual, especially in Spanish or Hmong.

Skills Required

- Ability to work on a collaborative team and independently

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- Creative and critical thinking
- Flexibility and adaptability
- Cultural competence, empathy, and emotional intelligence when working with youth
- Professional writing and communication skills

Expectations

This position is hybrid, split between working at Sacramento schools, CLBL Headquarters, and remotely. After initial training, 1-2 days a week in the office are required.

Hours, Benefits & Compensation

This is a 40 hour/week non-exempt position. Occasional evenings and weekends will be necessary. Range from \$26-\$30/hour, commensurate with experience. This position includes medical, vision, and dental benefits, vacation, sick days and 12 paid holidays after 3 months of employment. CLBL also provides the opportunity to enroll in Flexible Health Spending Accounts, supplemental insurance through Colonial Insurance, and 401(K)/Roth IRA options.

To Apply

Please submit a resume with references and a thoughtful cover letter outlining the unique value you will bring to our organization to **HRtoGO** at hr@hrtogo.com with subject line **UAI Program Coordinator - Last Name**. Application review will begin September 16th, 2024 and this position will remain open until filled.

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