



Program Manager Job Description (Full Time)

Job Summary

This Program Manager role offers a dynamic opportunity to lead Roots Rising's core programs—the Pittsfield Farmers Market and Youth Crews—while embodying the organization's values. You will serve as a key connector between Roots Rising and the diverse communities we work with, from local farmers and shoppers to local youth and program alumni. Collaboration is at the heart of this position; you'll join forces with another Program Manager to co-lead our programs and work closely with the Executive Director and other passionate staff.

Success in this role calls for initiative, quick decision-making, and strong supervisory skills. You'll need to be adaptable under stress and thrive both independently and as part of a team, particularly in working with youth. Experience in education is essential, as you'll be creating a learning environment that fosters curiosity and connection.

At Roots Rising, we are proud to offer a human-centered, collaborative work environment where leadership is shared. We believe success is the result of elevating many voices and perspectives. You'll have the benefit of flexible scheduling and a range of other supports to enhance your work-life balance.

Applications are accepted on a rolling basis. We anticipate scheduling interviews starting in January 2025. This position has an anticipated start date of February 6, 2025.

Statement of Equity

Roots Rising encourages candidates from all backgrounds to join our team. We believe that a diverse team enhances our ability to fulfill our mission and grow as an organization. We are committed to creating an equitable and inclusive work environment where each employee's contributions are recognized, valued, and celebrated.

Roots Rising is proud to be an equal opportunity employer. We do not discriminate based upon race, religion, color, national origin, gender, sexual orientation, age, physical or mental disability, or other applicable legally protected characteristics.

Over and above our commitment to nondiscrimination, we believe that our organization should reflect the communities we serve. In staying true to this commitment Roots Rising actively seeks to employ members of the community who have experienced food insecurity, as well as members of historically marginalized groups, including, but not limited to, Black and Brown folx, LGBTQ+ folx, and differently abled folx.

Organization Overview

Roots Rising is an award-winning organization whose mission is to empower youth and build community through food and farming. Our vision is to lift up teens as community changemakers and strengthen the local food system through the transformational power of meaningful work.

Roots Rising has three main initiatives: our Pittsfield Farmers Market, our Youth Crews, and our upcoming Farm and Education Center.

Our Pittsfield Farmers Market was founded on the belief that everyone deserves access to fresh, healthy food. More than just a place to shop, our year-round, teen-run Market is a vital hub for food justice and a vibrant community gathering space.

Our Youth Crews hire teens to work on farms, in food pantries, and at our Market. These Crews provide teens with the opportunity to engage in meaningful work—work that serves a larger social good. We believe that meaningful work helps youth feel purposeful, capable and connected.

Our upcoming Farm and Education Center will nurture the next generation of food system changemakers, while welcoming the community to connect with the land, grow food, and learn alongside us.

Job Responsibilities

YOUTH CREWS

- Recruit, interview, and train local youth for Farm and Market Crews
- Facilitate Crew and family orientations and closing celebrations
- Plan and facilitate all Crew programming, including youth development activities, workshops, Real Talk, and field trips
- Lead Farm Crew at worksites
- Track violations and create a safe space for learning and growth
- Keep accurate attendance data, coordinate with Operations Director on necessary hiring paperwork
- Train and supervise summer interns
- Transport youth in the Roots Rising van
- Maintain strong relationships with worksite hosts and community partners

PITTSFIELD FARMERS MARKET

- Serve as the public face and first point of contact at the Pittsfield Farmers market
- Seek out and onboard new vendors by reviewing applications, selecting vendors for each season, strategizing on gaps, and providing training and orientation
- Maintain strong relationships and oversight of current vendors, ensuring compliance and continued collaboration
- Oversee Market operations, coordinate vendor setup, load-in/out
- Manage Market Crew, Market Committee and onsite volunteers
- Oversee and educate the public on our food justice programs (Market Match, Summer Eats, etc.)
- Plan and coordinate schedule of live music, activities and special events
- Work with other staff on community outreach and marketing plan
- Process transactions, manage Market technology, oversee data collection
- Manage Roots Rising merchandise sales, coordinate inventory systems, order replacement and sales in partnership with Operations Director

COMMUNICATION & ADMINISTRATION

- Collaborate on marketing and communications for Youth Crew and Farmers Market programming
- Create a community outreach plan; Share materials and/or make presentations
- Partner with the Executive Director on program expansion strategies

Required Qualifications

- 2+ years of experience working with teens, particularly those from diverse backgrounds
- A demonstrated ability to teach, inspire, and engage youth
- 2+ years of experience in both program and staff management
- Ability to perform physical work for extended periods, including lifting up to 50 lbs and working in varied weather conditions (heat, rain, etc.)
- Strong problem-solving skills, organizational abilities, and attention to detail
- Proficiency with Google Drive, including Google Docs and Google Sheets
- Valid driver's license and willingness to drive the Roots Rising van

Additional Helpful Qualifications

- Knowledge and understanding of local food systems
- Bilingual fluency in Spanish

Compensation & Schedule

The Program Manager is a full-time, exempt position with an annual salary of \$62,000.00. While daily work hours are flexible, the role requires attendance at the Pittsfield Farmers Market (Saturdays from 7AM-3PM) and Farm Crew seasons (March - May, Tuesday – Thursday, 2:00PM-6:00PM; July - August, 8:30AM-5PM; September - November, Tuesday – Thursday, 2:00PM-6:00PM).

This is a hybrid role, with the Program Manager expected to be in-person for all Pittsfield Farmers Market and Farm Crew dates, as well as for staff meetings held one day a week at our Pittsfield office.

Benefits

- 36 hour work week
- Generous paid time off and sick leave
- SIMPLE IRA retirement plan with employer contribution
- Eligible for PSLF federal student loan forgiveness plan
- [See more about our benefits here.](#)

How to Apply

Please submit a resume and brief cover letter detailing your experience and interest in the role to info@rootsrising.org. Applications are accepted on a rolling basis. We anticipate scheduling interviews starting in January 2025. This position has an anticipated start date of February 6, 2025.