



Program Coordinator Job Description (Full Time)

Job Summary

The Program Coordinator plays a vital role in supporting Roots Rising's core programs, with a primary focus on the Pittsfield Farmers Market and Youth Crews. This position will work in close partnership with the Program Manager, connecting Roots Rising's values with the communities it serves, building relationships with stakeholders, and ensuring the smooth and consistent functioning of programs.

Successful candidates in this role will be:

- Organized and able to carry out multiple administrative tasks across two core programs
- Relationship-builders, both with teens on our Farm Crews and vendors and shoppers at the Pittsfield Farmers Market
- Collaborative thinkers, able to receive direction from and work in partnership with Roots Rising's Program Manager and staff team
- Independent educators, comfortable teaching and working as a role model to teens within a dynamic working environment

The Program Coordinator will be supported by a strong culture of collaboration, passionate staff and board of directors, and a caring, human-centered work environment. Roots Rising practices a shared leadership structure, with the belief that wisdom is not confined to any single individual, and that success comes from the raising up of multiple voices and perspectives. The Program Coordinator will be a participating voice in this ecosystem, and will have the Program Manager as a key resource and functioning supervisor. This is a full-time, exempt position.

Applications will be accepted and interviews granted on a rolling basis until the position is filled. We anticipate hiring for this role with a start date no later than May 1.

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.

We understand that our employees have varying needs; we aim to create a healthy, successful work environment for all, and we pride ourselves on being a family-friendly workplace.

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 Youth Farm.

Our Pittsfield Farmers Market is the first teen-run market in the region and was the first year-round market in Berkshire County. It was founded with the belief that everyone should have access to fresh, healthy food.

In our Youth Crews, we hire Pittsfield teens to work on farms, in food pantries and at our own market. It's more than just a job. It's an opportunity for teens to engage in meaningful work—work that needs to be done and serves a larger social good. We believe meaningful work leaves youth feeling purposeful, capable and connected.

Roots Rising is launching its third major initiative, a Youth Farm, this year. This farm will be an intersection of our food justice and youth development work.

Job Responsibilities

YOUTH CREWS

- Assist in planning, recruitment, and training to launch Farm and Market Crew seasons.
- Support Crew and family orientations.
- Assist in programming for Youth Crews, including the planning and scheduling of workshops and field trips.
- Collaborate with worksite farms, building relationships and coordinating activities.
- Assist in leading Farm Crew youth at worksites, facilitating youth development activities.
- Help transport youth to and from worksites in the Roots Rising van.
- Keep accurate attendance data and coordinate necessary hiring paperwork with the Operations Director.
- Collaborate with and support Crew staff and interns.

PITTSFIELD FARMERS MARKET

- Act as a point of contact and representative of the Pittsfield Farmers Market on market days.
- Alongside Program Manager, coordinate and oversee day-to-day market operations.
- Assist in developing and managing relationships with vendors, monitoring compliance, and orienting new vendors.
- Support the supervision, motivation, and well-being of Market Crew youth, volunteers, and staff.
- Assist in overseeing food justice programs and maintaining weekly data spreadsheets.
- Process credit card, SNAP, HIP, and Market Match transactions.
- Collaborate in securing permits, entertainment licenses, and working with City of Pittsfield officials if needed.
- Contribute to the organization and facilitation of Market Committee activities.
- Assist in coordinating special events, chef demos, musicians, community booths, etc.
- Engage the public, resolve conflicts, and maintain a welcoming environment.
- Alongside Program Manager, coordinate market setup and breakdown, including vendor load-in and load-out
- Manage inventory of supplies and help maintain an organized storage pod.

COMMUNICATION & ADMINISTRATION

- Collaborate on marketing and communications for Youth Crew and Farmers Market programming.
- Help capture compelling photo and video during Youth Crews and Farmers Markets.
- Contribute to the creation of a community outreach plan; share materials and/or make presentations.
- Oversee Roots Rising merchandise sales, coordinate inventory systems, order placement, and sales in partnership with the Operations Director.

Required Qualifications

- Demonstrated ability to teach and inspire: at least 6 months experience working with youth or training other individuals
- Physical capability for prolonged periods of engaging in physical work, ability to carry heavy objects (up to 50lbs), and withstand varied weather conditions.
- Proven problem-solving skills, strong organizational skills, and attention to detail.
- Knowledge of and facility with Google Drive, including Google Docs and Google Sheets.
- Must have a valid driver's license and be willing to drive the Roots Rising van.
- Must pass CORI/SORI background check.
- High school diploma or GED

Additional Helpful Qualifications

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

Compensation & Schedule

- Full-time, exempt position with an annual salary of \$45,000.
- Daily work hours are flexible, but must include Pittsfield Farmers Market dates (Saturdays from 7AM-3PM) and Farm Crew seasons (March - May, 2:00PM-6:00PM; July - August, 8AM-4PM; September - November, 2:00PM-6:00PM).
- Hybrid role: Program Coordinator expected in-person for Pittsfield Farmers Market and Farm Crew dates, and in-person group work in Pittsfield, MA typically one day per week.

Benefits

Roots Rising aims to support a balanced and joyful life for our employees. We aim to create a healthy, successful work environment for all, with the understanding that employees have varying needs. For full-time employees, benefits include flexible scheduling, generous paid time off and sick leave, regular staff hikes, half-day Fridays or equivalent, and a SIMPLE IRA retirement plan with employer contribution. Roots Rising is a qualified employer under the PSLF federal student loan forgiveness plan. [See more about our benefits here.](#)

How to Apply

Please submit your resume and answers to the following three questions to info@rootsrising.org:

1. *How does this role fit in with your previous work experience and your future goals?*
2. *What is something you're proud of that you've accomplished in a previous role?*
3. *Teens in our Youth Crews have diverse identities, backgrounds and needs. What is your experience working with teens? In what ways have you fostered (or anticipate fostering) inclusive approaches to mentoring?*

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