



Detroit Food & Entrepreneurship Academy
4444 Second Ave, Detroit, MI 48201
(313) 687-4190 | www.detroitfoodacademy.org

JOB OPENING: Program Manager

Detroit Food Academy is seeking a Program Manager for our youth-serving organization. Fresh from a successful year of engaging, virtual leadership and culinary arts programming for youth citywide, we anticipate some exciting growth for the organization. We are currently seeking a Program Manager to oversee the implementation and success of our high quality, regional programs for youth at middle school, high school, and community centers across Detroit, Hamtramck, and Highland Park.

Location: 4444 2nd Ave, Detroit, MI 48201 & remote

Compensation: \$20-\$25/hour, based on experience

Additional Perks: Ability to work from home, as needed; opportunities to grow/expand role

Schedule: Hourly employee, 25 hours per week, to start

About Detroit Food Academy

Detroit Food Academy works with local educators, chefs, and business owners to inspire young Detroiters through entrepreneurial experiences rooted in food-- experiences which open doors, create connections, and cultivate confidence. From cooking delicious healthy meals for friends and family, to facilitating complex conversations with community, to developing artisanal food projects from scratch to market, students learn by transforming their ideas into reality.

About the Role

We are seeking a Program Manager (PM) who enjoys working in a team dynamic while holding space for young people to engage with a topic, ask questions and learn, and make their voices heard. PM should be comfortable working with our Program Director to design curriculum, engage school and community partners and connect deeper with students and families to meet organizational goals. The ideal candidate would have experience educating and working with youth, be knowledgeable of food justice and food related issues and be confident navigating the kitchen (reading recipes, cooking virtually with youth, etc).

The Program Manager works on a team under the direction of the Program Director to engage new and current school and community partners, to support recruitment and retention of youth, and to help design lesson plans. The Program Manager should be organized, able to work well with others, have experience leading youth and

have an understanding and confidence with cooking and the food world. The Program Manager should be confident using technology and able to support technical facilitation during the program. The Program Manager should be eager and skilled to facilitate virtual and in-person programming with youth and staff.

You are an ideal candidate as a systems-thinker who sees the big picture of the program year and can support that vision by planning the details to help programming come together. The Program Manager should have clear, prompt, and effective communication, regularly responding to emails, texts, calls, and messages, ensuring students, families, and the DFA team are engaged regularly with questions and updates. The ideal Program Manager would work flawlessly with our Program Director, Facilitation team, our Delivery team and school and community partners towards planning and implementing programs.

Candidates for this position might not possess all of the qualifications listed below. DFA is committed to finding the right person who will be proactive in learning while on the job, practicing new skills, and strengthening existing ones. The right person is also willing to take an active role in improving a growing organization, where patience and creativity are necessary.

Responsibilities

- Support the implementation, management, and improvement of DFA's powerful, impactful youth programming year round, working closely with the Program Director
- Develop engaging programming, including curriculum, trainings, and supporting materials
- Support the implementation of program logistics and details
- Evaluate staff and student feedback and incorporate program improvements
- Support communication with students, families, schools, and community partners

Qualifications

- Reliable, consistent, and dependable
- Excellent verbal and written communication skills
- Experience educating and mentoring youth
- Project management experience
- Experience designing curriculum (preferred)
- Basic skills in culinary arts (can read a recipe, are familiar with kitchen equipment, have experience cooking recreationally)
- Understanding of food justice (we will also support you in learning about this),
- Confidence using a computer, email, video conferencing software, and word processing software
- Consistent communication, are adaptable and open to working with a team
- A reliable and working computer, phone and WIFI
- Experience and comfort working as part of a team and independently on projects, especially remotely/virtually

How to Apply

To apply, please send your **cover letter, resume and the writing exercise** to apply@detroitfoodacademy.org, using the job title as the subject line, by **Friday, June 18**.

In your cover letter, please answer the following questions with no more than 3-5 bullet points per question:

1. Why do you want to work at Detroit Food Academy?
2. What experiences or qualifications make you an ideal candidate?
3. And, anything else you would like us to know.

Please also include:

- **Resume** with applicable experience
- **Writing exercise: Please review the scenario below and share a one page response with your email reply to Principal Green and bullet points and/or summary of your ideas for retention.**
 - *Our scenario: Retention has been low at Talent High School, a local school Detroit Food Academy partners with. Over the past few weeks, students have been absent and the students who showed up were late and disengaged with the program. Our Program Director has asked you to prepare 1. Email Principal Green at Talent high to share our concerns and offer support and 2. Retention strategies including ways to get students re-engaged.*
- **(optional) 1-2 minute video of yourself**, explaining why you are a good fit for the role (this is optional and will not count against you)

Equal Opportunity Employment Policy: DFA is an Equal Opportunity Employer and does not discriminate against applicants or employees because of race, color, religion, creed, national origin, ancestry, ability, weight, gender, sexual orientation or age. DFA gives full and fair consideration to applications from disabled persons and to provide appropriate training, development and promotion prospects to persons with disabilities. **We strive to reflect the diverse community we serve. Applicants who contribute to this diversity are strongly encouraged to apply.**