



Position Description

Job Title: Fellowship Coordinator

Employment Dates: November 1, 2024 - September 30, 2025

Days and Hours: This position can work up to 40 hours per week.

Pay and Benefits: \$20/hour. Weekly share of vegetables (\$400 value)

About Soul Food Project: Soul Food Project is an urban farm in the northeast corridor of Indianapolis. Soul Food Project is committed to fostering wellness in the African-American community by providing affordable food, offering spaces for local artists, and raising our youth as future leaders. More than food production, our farms serve as beautiful oases in Indianapolis and are used as teaching laboratories for people of all ages. Our farms engage both youths in our after-school programs and elders & children in our community. Part of our work is to keep the spaces beautiful through landscaping & garden maintenance. We also grow food distributed at a weekly farm stand, food pantries, and veggie boxes in the neighborhood. Food justice, youth power & cultural roots are the core foundations of our work.

Summary of Position: The Farm Fellow Coordinator is responsible for the day-to-day activities of Soul Food Projects' Farm Fellow Program, a nine-month intensive training program at three urban farm sites. In partnership with the Executive Director, the coordinator will also be responsible for planning, developing, and implementing a long-term program plan for the program. In addition, the Coordinator will be responsible for maintaining relationships with key food and agriculture partners in the region and beyond.

Responsibilities:

Planning

- Research and evaluate reputable fellowship programs across the country as Soul Food Project seeks to enhance its program and partnerships
- Work with Executive Director to develop a more formalized curriculum for the 9 month program
- Serve as primary recruiter for new fellows, including targeted outreach to partner agricultural organizations, technical schools and programs and the general public

- Serve as primary liaison for Soul Food Project to local partner organizations developing opportunities for new and beginning farmers

Program

- Coordinate yearly hiring process for new fellows
- Manage day-to-day aspects of seasonal program and serve as primary contact for current and graduated fellows
- Perform regularly scheduled check-ins with farm manager and fellows, focused on educational goals
- Plan, execute, and participate in field trips, workshops and other educational activities for fellows throughout the season
- Arrange for individual opportunities based on needs and interests of fellows, including attendance at various conferences
- Develop detailed fellowship handbook to be used annually by incoming students
- Develop and maintain relevant data and metrics related to the Fellowship program
- Ensure program participants are connected to the organization as a whole through the development of learning opportunities across programs

General

- Assist farm managers on-site at busy times of the year, including but not limited to spring planting and seedling sales

Qualifications & Skills:

- At least one season of experience on a production farm required
- Experience with field-based educational programming preferred
- Experience with new program development preferred
- Independent, self starter with proven multitasking experience
- Experience working on teams with multiple internal and external partners
- Access to a reliable vehicle
- Physical needs of the job: Sitting, standing and lifting
- Able to lift up to 30 pounds
- Able to work outdoors in all weather conditions (heat, humidity, rain and cold)
- Strong computer skills: proficient in Google Suite, particularly Google Classroom. .

For questions or to apply, please contact info@soulfoodprojectindy.org