MISSION STATEMENT:
Abundant Grace Coastside Worker is a nonprofit that serves the homeless and low-income population of Half Moon Bay with a focus on food justice, employment, housing, sobriety and health, and other direct services in order to promote social and economic justice.

The Program Manager oversees our two job readiness programs: 1) the Full Circle Food Justice program at an organic farm, and 2) the Coastside Clean Team removing trash from local beaches, coastal trails and neighborhoods. Additionally, the position manages programming at the WorkForce Development Center (WDC) - our headquarters and resource center. We work with people experiencing homelessness who are struggling with substance abuse, mental health and more.

During time spent in the field and at the WDC, the Program Manager meets with participants to help them navigate and progress through our programs and to complete intakes with them to determine their life goals. Please note, this position is not a counselor but makes referrals to partner agencies and organizations that can offer further assistance.

Behind the scenes the Program Manager tracks participants’ progress, follows up when needed and aggregates the information for our reporting to funders, and for city and county contracts.

This is a leadership position that blends the skills and protocols of a social worker with hands-on practices and philosophies of an outdoors, hands-on leader and organizer.

The job is incredibly rewarding and is unique in that part of every work week is on location at a beautiful organic farm and Coastside beaches. Every work day is an opportunity to transform the life of a person experiencing homelessness through our philosophy of accompaniment: journeying with people as they try to improve their lives, and bringing all the appropriate resources we can bring to any given situation.

The Program Manager is a full-time exempt position.
Annual Salary: $50,000 plus health insurance.

Responsibilities:

Full Circle Food Justice Program:
- Manage and supervise 4 (3 - 3.5 hour) sessions per week of our Full Circle Food Justice programming at an organic farm.
- Work with Farm Managers to ensure a successful work session. Manage activities as directed by Farm Managers, focusing on keeping participants engaged, on task and safe.
- Help coordinate the Farm Apprenticeship and Conservation Crew programs with Farm Managers, especially in participant selection and making sure participants show up and understand our expectations.
- Transport work crews to farm in Sprinter passenger van. Approximately 5-10 workers, 8 miles south of Half Moon Bay.
- Manage social situations in the field, keeping it positive and enjoyable, especially when conflicts arise between participants or a participant crosses boundaries around sobriety or otherwise.

Coastside Clean Team:
- Manage and supervise 4 (3-hour) sessions per week of our Coastside Clean Team to remove trash from local beaches, coastal trails and neighborhoods.
- Transport participants to the sites of the Coastside Clean Team.

Workforce Development Center:
- Greet work crews at the WFDC, assess workers as sober and ready to work, and conduct lotteries if there are more workers than spots available.
- Participate in the management of programming at the Center. Ensure that showers, laundry, and other activities at the site run smoothly and compliment our employment programming.

- All three programs require the following:
  - Encourage participants to strive toward their outcome goals and make necessary referrals to help them on their path.
  - Set a positive and welcoming work vibe with clear expectations and boundaries.
  - Supervise and work closely with Program Assistant to run the Farm Programs, CCT and WFDC.
  - Track surveys, monthly reports, costs and activities for programs.
  - Compile monthly invoices for any programs funded through city or county contracts.
○ Manage confidential employee records, w-9 forms, signed rules and guidelines, photo permission forms and other information.
○ Complete intakes with participants.
○ Maintain communication with partner organizations; stay on top of referrals for participants to get help from other agencies to pursue housing, work, sobriety, employment and health.
○ Work with Director of Philanthropy to provide statistics and stories to aid in grant writing.
○ Share the lead role in staff meetings to discuss participants’ progress and challenges.

Skills & Qualifications Required:

○ Strong alignment with the mission and values of Abundant Grace Coastside Worker.
○ The job requires strong leadership skills to manage groups of up to 12 participants.
○ Goal-oriented with excellent attention to details.
○ Sophisticated interpersonal skills to connect with people from all walks of life to hear their struggles, support them and connect them with further support.
○ Strong organizational skills including record-keeping, data entry, planning, managing schedules, and managing email.
○ Team player who demonstrates willingness and enthusiasm to step into a collegial leadership role.
○ Must have own transportation to get to and from work. Transportation of workers and produce is done with the organization’s vehicles.
○ Ability to observe behavior, assess appropriateness, enforce safety regulations and emergency procedures, and apply appropriate behavior management techniques.
○ Ability to be flexible and assume responsibility for group instruction.
○ Enjoyment of the outdoors and ability to hike up to 2 miles.

Ready to apply? Email your resume and cover letter to eric@abundantgracecw.org.

Thank you!