



Education & Programming Director

About us:

Convivium Urban Farmstead is a non-profit organization that was founded on the idea that many of our world's problems stem from a lack of connection – to ourselves, our community and our environment. At Convivium, we hope to foster this connection, or reconnection to those areas of our life and we use food to do it.

Why food? Because it is universal. Everyone eats. And the ritual of eating is more than just satisfying our hunger – it involves the farmer that grew it; the soil, sun and rain that gave it life; the person who prepared it and the people with whom we enjoy it.

Our mission at Convivium is to improve life through food. We accomplish our mission through classes, demonstrations and experiences that use food to foster connection to ourselves, our community and our environment. We also provide free meals, as well as tools and education about healthy food choices to children and adults who are struggling with food access.

Job Description:

The role of Education & Programming director is at the heart of our activities at Convivium. This person helps coordinate our classes, organize our volunteers and other outreach activities in the community. They report directly to the Executive Director.

Job Duties include, but are not limited to:

- Develop new initiatives to support Convivium's strategic direction and non-profit mission.
- Help develop annual operating plan and budget for Convivium's non-profit programming.
- Find and develop grant proposals to help ensure on-going programming. Communicate with funding organizations as required.
- Engage in networking and outreach activities with individuals and private and public organizations aligned with Convivium's mission to increase awareness of our non-profit programming. Maintain current collaboration and partnerships.
- Coordinate volunteers to help support Convivium's mission.
- Plan and coordinate Convivium's four, annual fundraising events: Souper Bowl Sunday, the Community Pancake Breakfast, Convivium's Open House, and the Farm to Table Dinner.
- Plan, schedule and coordinate Convivium's programming for children and adults.
- Recruit and coordinate instructors, as needed

Knowledge, Skills, Abilities:

- Passion for food and community



- Knowledge of non-profit operations and familiarity with non-profit sector
- Experience with volunteer coordination
- A problem solver who can plan workflow, with caring attention to detail, handle multiple task simultaneously, meet deadlines and follow through
- Take initiative, think creatively, and work collaboratively
- Confidence in interacting with staff, customers, volunteers, donors and other stakeholders, including outside agencies
- Stellar customer service and administrative skills, written and oral communication
- Demonstrated proficiency in MS Office suite of products
- Empathy, flexibility, and ability to contribute effectively as part of a small, dedicated team

Ideal candidate will possess the following qualifications:

- Bachelor's degree required (extensive relevant work experience may also be considered)
- Three years of program management experience in the non-profit sector or similar environment, required.

To Apply: Send your resume to Leslie Shalabi at, info@convivium-dbq.com, before 5 pm on Friday, October 15. Please write "Education & Program Director Application" as the subject of the email.