



STUDENT ACTION WITH FARMWORKERS

## Assistant Program Director

### Job Description

**Title:** Assistant Program Director

**Location:** Durham, North Carolina

**Terms:** This is a full-time position. This position will require flexibility in the candidate's schedule since some events, and meetings, will take place in the evenings during the week and during the weekend. This position will require some overnight travel within North and South Carolina. Site visits to partner organizations will occur throughout North Carolina generally taking place in the summer months when Into the Fields is operating. Must have legal authorization to work in the United States. Must have a valid driver's license. This position will be based out of our office in Durham, North Carolina and will require 2-3 days in the office per week.

**Organization Information:** Student Action with Farmworkers (SAF) is a 501(c)3 nonprofit organization whose mission is to bring students and farmworkers together to learn about each other's lives, share resources and skills, improve conditions for farmworkers, and build diverse coalitions.

**SAF Programs:** Into the Fields (ITF) a 10-week paid summer internship program, Solidaridad (SOL) a paid academic year internship program for college students in the Raleigh-Durham-Chapel Hill area, Levante Leadership Institute (LLI) an academic year paid leadership development program for high school students living in and around Johnston County, and Cosecha a 10-month leadership support program for SAF alumni working in the social justice movement.

**Position Summary:** The Assistant Program Director will be responsible for collaborating with the Program Director in planning and executing our Into the Fields 10-week summer internship program. This position will also support SAF's other programs as available and other duties as assigned including grant writing, fundraising support, alumni engagement, and coalition representation.



STUDENT ACTION WITH FARMWORKERS

## **Duties and Responsibilities:**

### **General Administrative duties (5%)**

- Write annual goals & objectives, workplan, budget, and monthly progress reports.
- Attending SAF board and staff meetings, preparing and distributing reports as needed.
- Support SAF's development and fundraising initiatives.

### **Partnership Management/Development (10%)**

- Conduct community outreach to the general community, farmworkers, and partnering organizations
- Participate, and sometimes be the lead person, in coalitions and projects. This position will take a lead role in the Adelante Education Coalition

### **Program Coordination and Student Programming (85%)**

- Conduct presentations about farmworkers & recruit applicants for the Into the Fields program; participate in SAF's recruitment team
- Lead the recruitment of new sponsors, communicate with existing/new sponsors for ITF internship placements and be the point of contact for sponsoring organizations, which includes leading & coordinating sponsor meetings and follow-up
- Coordinate the review of internship applications, interviews, and recruiting of volunteers to conduct interviews
- Lead intern housing search, including locating housing, pre-occupancy inspections & contracts
- Follow up on Lease Forms and W9 forms for confirmed housing
- Keep track of program expenditures by understanding the program budget, keeping receipts, and negotiating with and paying vendors as needed
- Participate in interviewing & selection of interns (e.g., reading applications, serving on selection team)
- Assisting with matching interns with sponsoring organizations



## STUDENT ACTION WITH FARMWORKERS

- Co-coordinate intern orientation, mid and final retreats (agendas/curriculum, speakers, and logistics)
- Assist with creation of shopping & packing list for retreats, & other logistics
- Assist with creation of ITF Schedule of important dates
- Create, update & test ITF Sponsor applications, & other ITF GivePulse surveys (site visit forms, exit interview forms, exit survey)
- Lead SAF's Theater work with Youth Program Director
- Supervise ITF Program Assistant
- Supervise ITF Familia group of 6-8 students, including conducting Site Visits
- Assist with coordination for pick-up and drop off interns
- Assist with the evaluation of the ITF internship program for 25 students
- Support alumni as requested; write letters of recommendation & serve as reference for ITF alumni

### **Preferred Experience and Education**

- Bachelor's degree in social sciences or humanities preferred
- Strong interpersonal skills and organizational skills
- SAF alumni preferred
- 1 or more years of experience in program coordination or leading a mentorship program

### **Qualifications:**

- Bilingual proficiency (Spanish and English) required
- Good public speaking skills and ability to handle conflict diplomatically in community/partner/coalition spaces especially
- Experience using computers required: advanced proficiency in MS Word, PowerPoint, Excel and Teams
- Strong understanding and commitment to the vision and values of SAF
- Ability to work in a team, as well as to take initiative and work independently
- Ability to work and relate with a diverse range of people and organizations
- Ability to represent SAF in a professional manner to a wide range of partners, institutions and community-based organizations



**STUDENT ACTION WITH FARMWORKERS**

- Strong organizational skills, ability to prioritize tasks, delegating work effectively, problem-solving, and demonstrating persistence.
- Genuine enthusiasm to support the students, alums, and community; and for motivating and involving our members in the different community organizing activities.
- Sense of humor, responsible and mature, and demonstrates strong initiative.

**Benefits:** SAF currently has United Healthcare as our health insurance provider and SAF covers 100% of the premium cost. Vacation leave is awarded as follows:

<b>Years of work at SAF</b>	<b>Vacation Days Earned</b>
Hire to End of Year 1	15 vacation days per year
At Year 2 to Year 4	17 vacation days per year
At Year 5 and up	20 days per year

Staff may carry over a maximum of 20 vacation days to the next year. Years will be computed according to employees' anniversary dates. Employees are eligible for 13 holiday days per year prorated based on 40 hours/week. To respect the privacy of employees and discourage discrimination, SAF offers personal days in lieu of sick days. Employees receive 12 personal days per year that renew on their anniversary date. New employees are eligible for this benefit beginning on their date of hire, with the understanding that the employee will work for SAF for at least the remainder of the introductory period. Personal days that are not used can be carried over from one year to the next up to a maximum of 30 days.

**Parental & Disability Leave:** Full-time employees who become parents either through birth or adoption shall receive 20 days of paid parental leave. Employees may use up to 40 days of their personal or vacation time for additional parental leave for 12 weeks paid leave time in one year.



## STUDENT ACTION WITH FARMWORKERS

**Salary:** SAF has a base salary for full-time employees beginning at \$51,500 a year for bilingual positions. Any additional credit for education, experience, knowledge, skills and abilities will determine the final salary.

**Compensation package:** SAF automatically deposits the amount of 3% of an employee's salary (not a deduction of 3% of their salary to be clear) into a retirement account with Guideline. The employee is free to participate, at the 1-year anniversary mark, to contribute any amount on their own in addition to the percentage SAF will deposit into their Guideline Retirement Account.

**How to Apply:** All submissions for consideration for this position are to be made online. Email a resume, cover letter, and three professional references to:  
**Sylvia Zapata, Executive Director at: [hiring@saf-unite.org](mailto:hiring@saf-unite.org)**

**Submission deadline: Thursday, October 31st, 2024, or until filled. We will review applications as they come and have rolling interviews until the position is filled.**

*SAF is dedicated to building an inclusive workforce where diversity is valued. SAF is an equal opportunity employer. Every qualified applicant will be considered for employment. SAF does not discriminate based on race, color, religion, gender, gender identity or orientation, genetic information, age, national origin, marital status, disability status, political ideology, military or protected veteran status, or any other characteristic protected by applicable federal, state, or local law.*