

## CitySprouts Operations Specialist

### **About CitySprouts**

CitySprouts is a nonprofit school garden organization that partners with public schools in Boston and Cambridge to integrate academic and environmental education in the schools and neighborhood. CitySprouts' School Partnership Program provides schools with on-site gardens that function as outdoor classrooms; on-going maintenance and development of these outdoor classroom gardens; and support to teachers in integrating their classroom curricula outside to the school garden. CitySprouts' Middle School Program consists of both afterschool and summer programming with a goal to make the experience of garden-based learning accessible to all students.

### **The Position**

Reporting to the Program Director, the Operations Specialist will provide general operational support to CitySprouts' programs, directly supervising Summer Fellowship program and support other staff that reports to the Program Director. The Operations Specialist will be out in the field (at our 23 sites) a majority of the time. The Operations Specialist is a full-time position.

### **Responsibilities**

#### *Program Operation*

- Coordinate logistics for Middle School Program operations (liaison to partners, coordinate space, schedules, transportation, inventory, budget & materials)
- Assist Program Director as liaison to schools for all garden operations (space & materials);
  - oversee new garden builds as necessary;
  - assist planning and execution of summer garden maintenance plan
- Lead recruitment and matriculation process for Middle School Program (summer and school year)

#### *Data & Evaluation*

- Coordinate the collection of program evaluation<sup>1</sup>; work with Program Director to process data and chart program improvements based on evaluation data
- Maintain program related records in Salesforce

#### *Management*

- Assist Program Director in recruiting & selecting Summer Fellows
- Supervise Summer Fellowship program; Facilitate Fellows meetings and provide one-on-one support as necessary
- Assist Program Director in coordinating program team meeting planning and facilitation (summer and school year)
- Partner with Program Director and Community Relations Coordinator to plan and oversee volunteer groups in the gardens

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<sup>1</sup> APT-O, APT-Q, SAYO-T, Common Instrument, DoS, youth surveys, collect all attendance and collect demographic data from partners

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**Qualifications**

- Demonstrated ability to be well-organized, a self-starter and work independently and within a team, with the proven ability to multi-task, set work priorities, track projects and meet deadlines
- Experience in computer applications, including word processing, email, internet searches and presentation software (such as MS Word, Excel and PowerPoint)
- Fluency in using Salesforce or similar database system; Experience in data analysis and preparing of program reports
- Strong interpersonal skills including excellent listening, public speaking, oral and written communications skills
- Demonstrated ability to problem-solve using analytical and reasoning skills to maintain, identify, and make recommendations to improve operational systems
- Proven capacity to work in a multicultural workforce, including sensitivity and competence in working with individuals and groups of diverse cultural, socioeconomic, and lifestyle backgrounds
- Personal qualities of integrity, credibility, and a commitment to and passion for the CitySprouts mission
- Experience working or volunteering in urban public schools, preferably in Cambridge or Boston
- Experience leading volunteer or group projects
- Ability to transport up to 40 pounds
- Access to a car (mileage reimbursement included)

**Compensation**

Base annual salary for Operations Specialist position is \$39,000 (*Benefits include health insurance, Simple IRA plan match & generous paid time off policy*)

**Please submit a cover letter and resume to [rburns@citysprouts.org](mailto:rburns@citysprouts.org) on or before January 8, 2018**