



Farm Alliance of Baltimore

The mission of Farm Alliance of Baltimore is to use connection, resource sharing, and collective advocacy with respect to food, land, and water to expand communities' self-determination and power.

Program Coordinator

Reports to: Programs Manager
Evaluation: Annual evaluation by the Programs Manager
Classification: Exempt
Hours of Work: Full-Time

Overview:

The Farm Alliance of Baltimore (FAB) is a membership organization of urban farms, neighborhood growers, and friends. We aim to create and maintain a healthy food system for all through farming practices that enhance environmental and workplace quality for our farmers and our communities.

Position Purpose:

The Farm Alliance of Baltimore (FAB) is seeking a Program Coordinator to support the effective management of programs in alignment with FAB's standards, mission, and goals.

In this key role, the Program Coordinator will assist the Programs Manager with a variety of administrative and program management tasks. You will help plan, organize, and execute programs and activities that serve both Farm Alliance members and the broader urban agriculture community in the Baltimore metropolitan area.

If you are passionate about our mission, highly organized, detail-oriented, and comfortable working with diverse groups, along with being a competent and confident communicator, this role may be a great fit for you.

Key Functions and Responsibilities:

- Support planning and coordination of all FAB programs, events, and associated activities
- Ensure implementation of policies and practices
- Track expenditures and transactions according to the programmatic budget
- Assist communications through content creation via social media, monthly newsletters, bulletins and mailings
- Build positive relationships within the Farm Alliance membership network
- Schedule and organize meetings, maintain an agenda, and capture meeting minutes

- Ensure technology is used correctly for all operations (video conferencing, presentations, etc.)
- Prepare materials to support programmatic activities
- Keep well-organized and updated records to support the creation of reports and proposals
- Attend and speak at monthly membership and committee meetings
- Manage and maintain member email and chat groups, membership directory, and website content
- Assist with event planning, coordination, logistics, and implementation
- Support on-farm programming, including farm operations, fieldwork, educational workshops, community engagement, and marketing
- Utilize evaluation mechanisms and processes to conduct regular programmatic assessments and capture relevant data
- Collaborate with the Program Manager, other staff, and members to complete annual goals and objectives
- Attend workshops, seminars, or conferences to obtain program ideas, information, or resources
- Represent the organization at meetings, conferences, and tabling events to enhance collaboration and visibility
- Be available for occasional evening and weekend work as required for events or program needs
- Keep the Program Manager informed of all problems, challenges, and conflicts related to the job
- Perform other duties as assigned

Required Education

- Minimum of high school diploma or equivalent work experience

Required Knowledge and Experience:

- Demonstrated commitment to social and environmental justice and the [mission and values](#) of the Farm Alliance of Baltimore
- 1-3 years of proven experience as a program coordinator or in a relevant position
- Experience in agriculture, food systems, or related fields is a plus
- Workshop facilitation or event coordination experience
- Familiarity with transaction tracking and reporting
- Proficient in Google Workspace suite
- Strong ability to communicate and collaborate with diverse groups
- Excellent time-management and organizational skills
- Outstanding verbal and written communication abilities
- Detail-oriented, with the ability to work independently and as part of a team
- Strong problem-solving skills
- Highly organized, capable of managing multiple projects simultaneously
- Flexible and able to adapt to shifting priorities, with availability to work occasional weekday evenings and weekends

- Valid driver's license (held for at least one year) and a clean driving record
- Must successfully pass a background check in compliance with federal, state, and local laws and regulations

Physical Demands & Work Environment:

This position is based at our office in the Hampden/Woodberry neighborhood. While the role is primarily office-based, it includes frequent fieldwork and occasional opportunities to work from home when appropriate. The position requires both indoor and outdoor activities, and you may need to work in various weather conditions. Applicants must be able to lift up to 50 pounds and stand for extended periods.

Compensation and Benefits:

This is a full-time, salaried position with a salary range of \$45,000 - \$50,000, depending on relevant experience and education.

We offer a 40-hour workweek and at least 13 paid holidays annually. Our benefits package includes generous paid vacation and sick leave, a 403(b) retirement plan, and comprehensive insurance coverage: medical, dental, vision, and 100% employer-paid life insurance, short-term disability, and long-term disability insurance. Additionally, we provide a healthcare reimbursement benefit.

At FAB, we prioritize work-life balance and are dedicated to creating a positive and supportive work environment that offers meaningful flexibility. All staff members are also eligible for professional development opportunities to support their skills and growth.

To Apply:

To apply, fill out our [online Google Form application](#) by February 17th. The ideal start date is April 1st, 2025.

Equal Opportunity Employer:

The Farm Alliance of Baltimore is an equal opportunity employer that values a diverse workforce and an inclusive culture. We encourage applications from all qualified individuals and do not discriminate, and will not tolerate discrimination, on the basis of race, ethnicity, color, religion, sex, pregnancy, gender, gender identity or expression, national origin, sexual orientation, age, ancestry, genetic information, political affiliation, physical or mental disability, military or veteran status, or any other protected status under federal, state, or local law. Our employment decisions are made solely based on qualifications for the position.

We strongly encourage people of color, women, and individuals with marginalized identities to apply, recognizing that such applicants often hesitate if they don't meet every listed qualification. If you meet most of the qualifications for a position, are enthusiastic about learning, and believe your skills and values align with the job description, we encourage you to apply.