

Program Coordinator
Just Roots Chicago
It Takes a Village Community Farm
Part-Time, Seasonal Position
25 hours/week (March 4 - October 31)



Organization Description

Just Roots envisions caring communities that motivate and support all residents to participate and access food in ways that promote and sustain the holistic health of people and the environment. Guided by that vision, we strive to support our community in three primary ways:

1. Improved holistic health and well-being for residents through the production, harvest, and consumption of healthy, culturally affirming food.
2. The development of a thriving community that learns and shares about local, healthy, regenerative food practices together.
3. Greater collaboration and resource sharing among urban farmers working to support the development of a more local, regenerative, and community driven food system.

We are a young, growing organization that was founded in 2017. We are a team of ten staff and nine board members, with invaluable support from a host of seasonal staff, interns, volunteers, and community partners. To learn more, [visit https://justrootschicago.org/our-team/](https://justrootschicago.org/our-team/).

Workplace Values

Honesty (Candor), Authenticity, Empathy, Inclusion, Continued Growth, Respect

Organizational Values

Interdependence, Equity, Responsibility, Collaboration, Restoration, Joy

Position Description

The Program Coordinator leads the on-site coordination of food distribution programs, specifically the CSA, Farm Stand, Fresh Food Farmacy, Farm to School, and Donations at the [It Takes A Village \(ITAV\) Community Farm](#). Other than food distribution, this person coordinates volunteers and supports farm production, most notably harvest. This is a seasonal position, March - October, at 25 hours/week.

Primary Responsibilities

- Lead and oversee the distribution of CSA shares at the ITAV Community Farm between May and October.

- Lead and oversee the weekly Farm Stand at the ITAV Community Farm between June and October.
- Lead and oversee the Fresh Food Farmacy and Farm to School distributions at the ITAV Community Farm between June and October.
- Lead and oversee Donations at the ITAV Community Farm between June and October.
- Coordinate individual volunteers and volunteer groups of all ages and lead farm tours, farm tasks, and opportunities for learning and healing.
- Complete on-site administrative tasks as needed for each program.
- Support weekly harvests and maintain food safety and quality control standards from field to family.
- Support farm to table dinners, community events, off-site food distributions, and youth education on an as-needed basis.

Secondary Responsibilities

- Support communication and outreach efforts for programming on an as-needed basis.

Primary Qualifications

- A commitment to Just Roots Chicago's mission, vision, and values.
- A minimum of one year of experience working in customer service, and supporting individuals or groups of varying ages.
- An understanding of sustainable growing practices for fruit and vegetable production and/or experience working at an urban farm or garden.
- Ability to work outdoors for extended periods of time at an efficient pace.
- A self-motivated individual who's able to complete tasks in an effective manner, both independently and as a team member.
- Ability to effectively and promptly communicate, both verbally and in writing.
- A commitment to ongoing personal and professional growth.
- Reliable and consistent access to a car or transportation. A vehicle is required for off-site food distributions.
- Lives in Chicagoland, preferably on the south side of Chicago or in the south suburbs.

Salary & Benefits:

The compensation for this position is \$20/hour for 25 hours per week from March 4 - October 31st, 2025, with a weekly schedule of T/W/F/Sa. This position will be also provided with the following benefits:

- Regular professional development and opportunities for growth
- Option to enroll in Just Roots retirement plan with employer matching
- \$200 monthly stipend for health and travel expenses

- 4 paid vacation days/season
- Paid leave time
- Regular access to fresh produce from our farms.
- An inclusive team environment where we actively work to foster joy, mutual respect, and continued personal and professional growth.

Equal Opportunity Employment: Just Roots Chicago works affirmatively to provide equal opportunity among its workforce and does not discriminate in the selection of its staff on the basis of race, color, religion, sex, national origin, age, sexual orientation, disability, income, marital status, or any other dimension of identity. We strongly encourage applications from diverse candidates, particularly individuals from groups that have been historically under-represented, including but not limited to women, people of color, and immigrants (including individuals who were formerly detained, incarcerated, undocumented, or who have navigated the immigration legal system).

Application: To apply for this position, please submit your resume and a cover letter to jobs@justrootschicago.org by Wednesday, January 15th. Please include Program Coordinator in the email subject line.