

Windows to A Multicultural World K-12 Program Director

SUMMARY:

This position provides significant leadership in ensuring continuous improvements and additions to the Clemmons Family Farm's Windows to A Multicultural World K-12 Program. Supports strategic planning and coordination of collaborations with other organizations to scale up the reach of the WTAMW program throughout Vermont, with potential for expansion to other regions or states.

Clemmons Family Farm, Inc. is an African-American led 501c3 nonprofit organization based in Vermont. We are seeking exceptional candidates for a full-time Program Director position to help lead our Windows to A Multicultural World (WTAMW) K-12 program. WTAMW is an arts-integrated African-American and African Diaspora history and culture program delivered through a remote learning digital platform, and live teaching artist engagements in Vermont schools, communities, and at the Clemmons farm in Vermont.

This full-time position reports directly to the Executive Director and is part of a senior leadership team of dynamic, innovative, high-caliber professionals in a rapidly-growing start-up organization that is building on a proud 60-year legacy of work in African-American/African diaspora arts, culture, farming and community-building. The position will build on the work underway in Clemmons Family Farm's Windows To A Multicultural World K12 program.

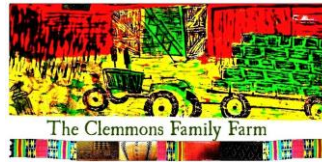
The WTAMW Program Director will work closely with the Farm's President and Executive Director to build equitable partnerships for the organization with white-led organizations and to advocate for empowering opportunities that offer equitable compensation for the artists in the Clemmons Family Farm's network.

The candidate must be fully committed to championing the organization and its work under its three-part mission (Preserve-Empower-Build):

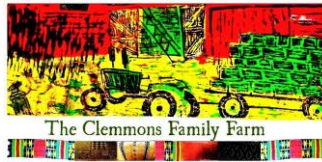
- (1) the preservation and stewardship of the historic Clemmons farm-- one of the 0.4% of all farms in the nation that remain Black-owned and one of just 18 such farms in the state of Vermont;
- (2) empowering Vermont's Black/African-American artists and culture bearers to thrive in a safe and equitable creative economy; and
- (3) building a loving and supporting multicultural community in a state that is currently tied with Maine as the whitest in the nation (94.5% of the population is white, while Black residents comprise just 1.3% of Vermont's population).

Duties:

1. Ensure technical excellence in the WTAMW program, including the development of K-12 curriculum and curated resources, and interactive components.



2. As needed, develop new lesson plans within the six windows of the Windows to A Multicultural World platform.
3. Develop consultant scopes of work for specific tasks requiring expertise that does not exist within CFF's team.
4. Represent CFF's WTAMW program in initial discussions around the planning of the scale up of WTAMW throughout the state of Vermont, with CFF team members and selected organizational partners, including selected K-12 public schools, home school groups, the Vermont Principals' Association, Vermont PBS, Vermont Humanities Council, and Vermont Arts Council, among others.
5. Provide supportive supervision and guidance to the K-12 Arts Learning Adviser.
6. Coordinate team meetings with WTAMW program staff, collaborating artists, and consultants as needed.
7. Provides technical advice and guidance to collaborating K-12 teachers and schools engaging with the WTAMW program.
8. Leads a team of staff and consultants to plan, develop and deliver continuous professional development through workshops and other opportunities for CFF's growing team of teaching artists.
9. Deliver teaching artist trainings and ensure mentorship and support to teaching artists.
10. Expand Clemmons Family Farm's visibility and strategic partnerships and alliances with other Black-led K12 education programs and organizations in Vermont, New England and elsewhere in the U.S.
11. Ensure regular communication, build and nurture equitable partnerships between Clemmons Family Farm with white-led/predominantly white K1 programs and organizations in Vermont.
12. Attend scheduled project planning meetings and be reliably available for frequent consultations on phone, by email or in person to discuss project-related planning, coordination and activities.
13. Work closely with the President and Executive Director and program staff to support the development of Clemmons Family Farm's annual reports, work plans, and budgets.
14. Make substantial contributions to the development of grant applications and proposals for funding from a variety of donors supporting arts, culture and community programs.
15. Work in close collaboration with the President and Executive Director in fostering positive relationships with donors, ensuring that the President and Executive Director is regularly



informed of communications with donors.

16. Coordinate logistics, promotions, media and communications, editing and other details related to the promotion and implementation of the WTAMW program.
17. Oversee/support the timely implementation of programming.
18. Lead report-writing about the WTAMW program.
19. Routinely brief the President on progress and ensure that meeting notes are maintained and shared in the Clemmons Family Farm program files.
20. Other tasks relevant to this position, as requested by the President.

More information about the Windows to A Multicultural World program:

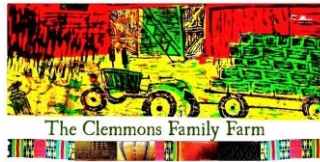
- <https://www.clemmonsfamilyfarm.org/k-12-ethnic-studies.html>
- <https://www.kidsvt.com/vermont/clemmons-family-farm-launches-multicultural-online-curriculum/Content?oid=5394318>

Requirements and Personal attributes:

The candidate is a team-builder and natural leader who inspires trust and motivates people to come together. She/he/they must be committed to excellence and must be a dynamic self-starter with sufficient experience and professional networks to “hit the ground running” to build an outstanding African-American and African diaspora integrated arts, history and culture program. The candidate must also be proud of African-American/African diaspora heritage, eager to share the beauty of the cultures represented in the diaspora with Vermont communities, loyal to Clemmons Family Farm, and fully committed to helping Clemmons Family Farm achieve its three-part mission (PRESERVE-EMPOWER-BUILD).

Skills and Qualifications:

- Minimum of 5 years developing curriculum/lesson plans and teaching African-American and African Diaspora history in grades K-12
- Minimum of 3 years of prior experience in program management or coordination
- Minimum of a Master's Degree in Education or a related field
- Must be familiar with online/remote/virtual learning experiences
- Must have functioning computer and internet capability, with demonstrated ability to use word processing software (Microsoft Word, Excel, power point, etc.)
- Demonstrated experience in using Zoom and/or Google Classroom
- Outstanding written and verbal communication skills; with high attention to detail
- Excellent initiative and follow-through, including in remote positions;
- Commitment to innovation, creative and artistic excellence, to racial equity and the empowerment of Black artists; efficient work practices, and pride in a job well done;



- Emotional and professional kindness, respect, and maturity, treats others with compassion;

- Able to work collaboratively with people from diverse backgrounds in terms of race, ethnicity, gender (including transgender and non-binary individuals and communities), sexual orientation, class, and religion;
- Experience living and working in communities of color, including fluency in Black/African American and/or African diaspora cultures and social interactions;
- Must be based in the United States and be authorized to work in the United States; although the ideal candidate will be a Vermont resident, this is a remote position and open to anyone based in the continental US and who is willing to work regular business hours in the Eastern Standard time zone (9 AM - 5 PM EST)
- Occasional travel to and work in Vermont will be required- travel expenses will be covered by employer
- Experience in business or administration a plus
- People of African/African-American/African diaspora descent are strongly encouraged to apply

Terms:

- Full-time position; a flex-time arrangement is permissible through a written agreement between you and the President.
- Work is primarily on a remote basis with occasional in-person meetings in various physical venues in Vermont as required by the circumstances of the work.
- Pre-authorized travel expenses will be reimbursed based on submitted taxi receipts or at the current governmental mileage rate. The 2020 rate is 57.5 cents per mile and is subject to change.
- Payments will be made every two weeks.

Compensation package:

- Annual salary of \$60,000.
- 12 days per year that may be used as paid personal leave or as sick leave; accrued as 1 leave day per month worked.
- 14 days of paid annual vacation, accrued as 1.16 days per month worked. Vacation leave days must be approved in advance and in writing by the President.
- \$500 per year as an educational benefit that may be applied for professional development courses, subscriptions or memberships provided that these are relevant to the position, and approved in writing in advance by the President.

APPLY: Please send expression of interest and CV to:

Lydia Clemmons, PhD, MPH-
Clemmons Family Farm
lydia@clemmonsfamilyfarm.org



President