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## Program Lead - SHBF Agriculture Initiative

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### Roles and Responsibilities

#### *Supporting Healthy Black Agriculture*

1. Collaborate with the Program Manager and Program Support on needs for SHBA programming
2. Facilitate SHBA classes with assistance of Program Specialist
3. Follow up with Agriculture Specialist to ensure creation of an **After Action Report** for every class session to provide an attendance log, brief summary of the lessons, highlight impact through challenges, wins, questions, breakthroughs, and a list of materials needed
4. Coordinate with Agriculture Specialist, Program Support, and Program Manager to plan and execute all SHBA graduations
5. Develop evaluation methods to assess strengths and weaknesses of programs and staff and communicate to program coordinator
6. Produce accurate and timely reporting of program status, commitments, and updates
7. Ensure SHBA program is operated in an efficient, cost effective, and timely manner by developing budgets and operating plans
8. Create and catalog program policies, checklists, curricula, and operating procedures
9. Identify and cultivate relationships with community farmer partnerships and visit local farms on a bi-weekly basis, alternating the visits with Program Support Specialist
10. Follow up with Agriculture Specialist regarding database of all POC organizations serving our desired population to assist in finding resources, developing relationships, and aid in recruitment
11. Effectively delegate, make decisions, and create clear roles and check-in procedures
12. Actively seek external funding and revenue-generating opportunities to facilitate sustainability and fund long-term program goals, including Hemp farming, in partnership with the CEO
13. Assist in the grant writing process by creating a program narrative including technical and academic language and utilizing evidence-based research
14. Create a program narrative for the community in layman's terms for easy distribution
15. Effectively communicate orally and via written correspondence by providing all necessary information and follow up to make informed decisions in a timely and accurate manner
16. Produce accurate and timely reporting of program status, commitments, and updates

17. Foster a collaborative work environment and champion accountability
18. Other duties as assigned