

Non-Profit Leadership & Hydroponics Program Specialist

About Us

The Hydroponics STEM Program is an innovative non-profit organization bridging the historical contributions of Black agriculture with modern STEM education. We empower high school youth in food-insecure communities through hands-on hydroponics training, entrepreneurship education, and cultural connection to agricultural heritage.

Position Overview

We are seeking a dynamic professional to serve as our Non-Profit Leadership & Hydroponics Program Specialist, working directly with the Executive Director to manage daily operations and technical oversight of our youth-focused hydroponics program.

Key Responsibilities

Program Operations (65%)

- Serve as second-in-command to the Executive Director, managing daily non-profit operations
- Coordinate and oversee the summer apprenticeship program for high school students
- Develop and maintain program schedules, curricula, and educational materials
- Build and maintain relationships with community partners and stakeholders
- Assist in grant writing, reporting, and program evaluation
- Manage program budget and resource allocation

Hydroponics Technical Management (15%)

- Oversee daily maintenance and operation of hydroponic growing systems
- Monitor plant health, nutrient levels, and environmental conditions
- Manage harvest schedules and produce distribution
- Troubleshoot technical issues with hydroponic equipment
- Maintain detailed growing records and system performance data
- Implement food safety and quality control protocols

Educational Support (20%)

- Support and guide program teachers during summer sessions
- Provide technical training to staff and students on hydroponic systems
- Develop hands-on learning activities connecting STEM concepts to hydroponics
- Mentor students in project management and entrepreneurship skills
- Foster understanding of Black agricultural history and its modern applications

Required Qualifications

- Bachelor's degree or 3 years experience in non-profit
- Demonstrated experience in youth education or mentorship
- Strong project management and organizational skills

- Excellence in both written and verbal communication
- Proficiency with Microsoft Office and program management software

Preferred Qualifications

- In pursuit of Non-profit leadership or Hydroponics program education
- Experience with grant writing and reporting
- Knowledge of Black agricultural history and food justice initiatives
- Background in STEM education
- Experience with budget management
- Bilingual skills a plus

Physical Requirements

- Ability to lift 40 pounds
- Stand for extended periods
- Work in varying temperature conditions
- Climb ladders and bend/stoop as needed for system maintenance

Schedule

- 10-hours per week onsite Monday-Friday during School Year
- 20-hours per week onsite Monday-Friday during Summer
- Occasional weekend work for community events

Benefits

- \$17/hr with opportunities to advance
- Apply coursework to workplace environment
- Professional development opportunities
- Mission-driven work environment

To Apply

Please submit your resume, cover letter, and three professional references to grow@h2ofood.org. In your cover letter, please address how your experience aligns with our mission and how you would contribute to both the technical and leadership aspects of this role.

The Hydroponics STEM Program is an equal opportunity employer and strongly encourages applications from candidates of color, women, and members of underrepresented communities in STEM fields.