



Green Beetz Program Coordinator

New York, NY | Full-Time | Start Date: September 2026 | Compensation: \$45,000 – \$58,000, based on experience and credentials

About Green Beetz

Green Beetz is a New York City–based nonprofit dedicated to food literacy for K–12 students. We provide free, ready-to-teach curriculum covering nutrition, the modern food system, and sustainability — empowering young people to think critically about how food choices affect their bodies, communities, and the planet.

Our programming operates in two ways:

- Educators nationwide can access our lesson plans and videos for free through our website. In 2025 we've reached over 2,500 students through our online curriculum.
- We partner directly with NYC public schools to deliver in-person programming led by trained Green Beetz instructors. Our in-person lessons are 45 to 90 minutes and combine hands-on cooking, videos, and inquiry-based discussion — reaching multiple classrooms in 20 schools across all five boroughs in the 2025-2026 school year.

Role Overview

Green Beetz is seeking a Program Manager to lead the delivery of our in-school programming throughout the academic year. This is a hands-on role focused on program management and coordination, supporting instructors, managing materials and inventory, and actively participating in program delivery. The ideal candidate is highly organized, reliable, and passionate about food and sustainability education.

Responsibilities

Program Management & Coordination

- Assist in management of day-to-day operations and logistics for Green Beetz in-school programming across NYC partner schools
- Ensure instructors have clear information about teaching schedules, school locations, and curriculum being delivered
- Coordinate scheduling and communicate proactively with instructors and school partners around any changes or logistical needs
- Serve as the primary point of contact for instructor support and program coordination throughout the academic year

Instructor Coordination

- Coordinate a team of Green Beetz instructors delivering programming in partner schools
- Maintain instructor schedules and ensure adequate coverage for all programs
- Teach Green Beetz curriculum as a regular part of the role
- Cover classes as a substitute instructor whenever needed to ensure programs run without interruption

**Teaching**

- Teach Green Beetz curriculum in partner schools across all five boroughs as a regular part of the role
- Maintain familiarity with the full Green Beetz curriculum to step in confidently across grade levels and topics

Materials, Ingredients & Inventory

- Order groceries and ingredients needed for lessons on a regular basis and coordinate deliveries to partner schools
- Order and manage printing of program materials, including lesson handouts, signage, and other resources
- Maintain and track inventory of supplies, printed materials, and equipment for each partner school
- Organize and restock materials in a timely manner to support smooth program delivery

The Ideal Candidate Will:

- Have experience working in education, youth services, or nonprofit settings
- Be highly organized and comfortable managing schedules, materials, ordering, and multiple moving parts simultaneously
- Be reliable, flexible, and willing to step in as needed — including regular teaching and substitute coverage
- Enjoy working in a collaborative, team-based environment
- Be a confident and enthusiastic communicator with instructors, school staff, and partners
- Have an interest in food systems, nutrition, sustainability, or environmental education
- Be enthusiastic about Green Beetz's mission and values

Interested candidates should send a cover letter and resume to Noa Urbach, Director of Programming and Partnerships, at Noa@greenbeetz.org.