

POSITION AVAILABLE: SEED CREW COORDINATOR

Who We Are

Youth. Food. Community. Three important issues that intersect in one place: The Food Project. In our work, we bring together youth and adults from diverse backgrounds who work together to build local and sustainable food systems and produce healthy food for residents in the city and suburbs. The young people that we hire are crucial to our mission, and to that aim we identify and train a new generation of leaders with unusually responsible roles in deeply meaningful work. These young people inspire and support others to create change in their own communities.

We believe that food is a unique vehicle for creating personal and social change. Nothing else ties us so intimately to each other and the planet we share, affecting our health, the climate, culture, and global poverty. If we—younger and older, from all walks of life—can unite to change the food system, we can change the world.

What We Seek

We seek individuals with a strong desire for and full investment in maintaining excellence in all aspects of our work with youth in the summer. Ideal candidates possess enthusiasm for working with youth crews, a commitment to The Food Project's mission, a strong work ethic, and a good sense of humor. Problem-solving skills, time management, and the ability to prioritize responsibilities are essential to this position. The Food Project strives to maintain a diverse and inclusive team, and candidates from all backgrounds are strongly encouraged to apply.

What You Will Do

Seed Crew Coordinators work closely with each other and staff to meet the operations needs of Seed Crew. Each Coordinator will support a Seed Crew in one region – Greater Boston or the North Shore throughout the summer, and occasionally support Root Crew operations in the region.

Primary Responsibilities

- Assist in ordering materials for youth crews (transit passes, t-shirts, rain gear, office supplies)
- Coordinate logistics and materials for each day with the Seed Crew Supervisor
- Coordinate daily transportation to and from farm sites and public transit
- Assist in coordinating and running major events throughout the summer
- Assist in supporting major workshops
- Collect & accurately report Seed Crew attendance and other payroll functions
- Stock first aid supplies on farms and offices
- Support Seed Crew leader team meetings (for 12-14 adult and youth staff) on Tuesday



evenings, including coordinating dinner, record keeping and assisting with transportation as needed

- Prepare lunch snacks for youth using available vegetables from the farms
- Maintain FileMaker Pro databases and paper files according to TFP protocols
- Other duties as assigned

Required Skills & Education

- High School Diploma
- 21 years of age or older by May 16, 2017
- Driver's license in good standing, willingness to drive large passenger vehicles
- Ability to perform physical labor
- Proficient in Microsoft Word, Excel, Google Docs, and Mac computer interface
- Dependable and flexible team player who can also work well independently
- Ability to prioritize and manage responsibilities within assigned timeframes
- Experience working with a diverse population of youth and adults
- Interest in multicultural teambuilding, social justice, and food systems
- Openness to one's own personal growth
- Ability to uphold high standards set by the community

Preferred Skills & Education:

- Access to a personal vehicle strongly preferred
- Experience with The Food Project's youth development model or youth work
- Experience driving large vehicles and/or mini bus, or willingness to be trained

Commitment:

This is a job you will never forget and requires a substantial commitment of time and energy. Seed Crew Coordinators must be available from May 22, 2017 to September 1, 2017, including three Saturdays and some evening requirements.

Salary:

The salary is \$555 per week, plus a weekly transportation stipend (amount dependent upon region).

Application Process:

Potential candidates for the Seed Crew Coordinator position can choose to apply for ONE of the following regions:

- Greater Boston (based in Boston and Lincoln)
- North Shore (based in Lynn, Beverly, and Wenham)



Applications will be accepted until **January 23, 2017**. We will review all submissions, identify viable candidates, and contact only those individuals selected to continue in the search process. Please send resume, cover letter, and contact information for at least two references to seedcrew@thefoodproject.org, and note whether you are applying for the position in either our Greater Boston OR North Shore location. Desired candidates will be called for an initial phone interview. If you are selected for an in-person interview, you must be able to attend an in-person interview on a Saturday in February. Decisions will be made by mid-March 2017.

Electronic submission is greatly preferred. However, correspondence can be mailed to: Seed Crew, The Food Project, 10 Lewis Street, Lincoln, MA 01773

Applications can also be faxed to: Attention: Seed Crew, 781-259-9659

The Food Project is an Equal Opportunity Employer that is committed to building a multicultural organization. We actively seek a diverse pool of candidates for this position.

