

POSITION AVAILABLE: SEED CREW RECRUITMENT 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

Ideal candidates possess enthusiasm for working with youth crew operations, 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

The Recruitment Coordinator will work closely with the Administrator – Youth Crews, Training & Evaluation to support Seed Crew recruitment. This includes recruitment outreach and interviews, materials coordination, paperwork distribution and processing, and operations preparation for Seed Crew.

Primary Responsibilities

- Distribute recruitment materials to schools and community organizations and work with Seed Crew Supervisors to support recruitment presentations
- Assist in coordinating and running 6 evening Seed Crew interview sessions in March/April, and a Saturday Seed Crew Orientation session in June
- Process online Seed Crew applications and manually enter paper applications into digital system
- Liaise with youth and parents regarding the Seed Crew application and hiring process
- Organize, distribute, collect and process Crew Worker paperwork
- Maintain FileMaker Pro databases and paper files according to TFP protocols
- Manage other duties as assigned



Required Skills & Education

- High capacity to build relationships & communicate excitement about Seed Crew and The Food Project's mission
- Interest in multicultural teambuilding, social justice, and food systems
- Proficient in Microsoft Word, Excel, Google Docs, and Mac computer interface; FileMaker Pro experience preferred
- 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 teenagers and adults
- Openness to one's own personal growth
- Ability to uphold high standards set by the community
- Ability to engage in physical labor

Preferred Skills & Education:

- Some college experience
- Experience with TFP's youth development model or other youth work

Commitment

The Recruitment Coordinator position requires a commitment from January through the end of June (start and end dates are negotiable). This candidate may have the opportunity to apply to continue their work through August as a Seed Crew Coordinator. The position is part-time at 12 hours/week, and work hours will generally take place between 8am and 5pm; however, working several evenings and weekend days will be required.

Rate of Pay:

\$14.50/hour with mileage reimbursement between locations.

Application Process:

Applications will be accepted until the position is filled. 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.

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.

