



## Seasonal Operations Coordinator - Youth Crews

The Food Project

### Who We Are

Youth. Food. Community. Three important issues that intersect in one place: The Food Project. Here, 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 poverty and privilege around the globe. If we — young and old from all walks of life — can unite to change the food system, we can change the world. From our urban and suburban farms to our community education programs, we aim to do just that by bringing together youth and adults from diverse backgrounds who work together to build local and sustainable food systems.

Since 1991, The Food Project has built a national model of engaging young people in personal and social change through sustainable agriculture. Each year, we work with more than 120 teenagers and nearly 2,000 volunteers to farm on 70 acres in eastern Massachusetts in the towns and cities of Wenham, Lincoln, Boston, and Lynn. We consider our hallmark to be our focus on identifying and transforming a new generation of leaders by placing teens in unusually responsible roles, with deeply meaningful work. In addition, we help others grow their own food and provide training resources based on all we have learned.

### What We Seek

We seek individuals with a strong desire for and full investment in maintaining excellence in all aspects of our summer youth programs: Seed and Root Crew. Ideal candidates possess a strong work ethic, an eye for details, and a flexible attitude. We seek candidates who are open to learning and engaging with The Food Project's mission. The Food Project strives to create and support culturally diverse leader teams and candidates from all backgrounds are strongly encouraged to apply.

### Primary Responsibilities

- Set up and prepare materials and food for workshops, meetings, events, and the operations of youth crews during the summer.
- Set up daily logistics for programmatic elements to support youth development Managers.
- Act as a crew leader when needed to support youth workers.
- Support with the completion of youth employment paperwork at the start of the season.
- Manage youth enrollment, attendance, and evaluation records throughout the Program.

- Coordinate youth and staff transportation, including ordering and distributing transit passes, booking buses, managing use of TFP vehicles, and trouble-shooting youth transit issues.
- Maintain inventory of program, safety, and crew worker supplies in farms and at the offices, and coordinate ordering, restocking, and distribution as needed.
- Support the staff team in managing tasks, deadlines, and unanticipated situations.
- Coordinate and manage partner organizations where youth work externally outside of The Food Project, COVID permitting.
- Support leading youth in farm work and workshops as needed.

### Qualifications

- Demonstrated experience and success in detailed work planning and task management, and in executing work within defined timeframes.
- Comfort with G-Suite, Google (email, calendar, drive), and databases.
- Interest in youth development in diverse settings; direct experience with youth preferred.
- High School Diploma
- Driver's license in good standing to drive large passenger vehicles to transport youth and supplies between multiple sites. Access to a personal vehicle is required. Mileage will be paid when asked to travel from the initial work site if driving a personal vehicle.
- 21 years of age or older (to allow use of TFP vehicles).
- Excellent organizational skills and attention to detail.
- Strong capacity to work both independently and in teams, with ability to explain processes clearly and support co-workers' successful participation in them.
- Dependable, responsible, independent, and open to learning.
- Team-oriented individual with a good sense of humor
- Comfort and familiarity in talking about Justice, Equity, Diversity, and Inclusion.
- Ability to work in a fast-paced, multi-site environment.

### Location & Schedule

Operations coordinators **preferably** available for seed crew orientation from May 4th-May 6th, 2023 from 9am-5pm.

Full time for 11 weeks June 5th, 2023 through August 18th, 2023. During the summer, Operations Coordinators will work Monday - Friday 8 AM - 4 PM. They will spend 4 days on the farm with the youth programs and one day doing administrative work in the office.

- Operations Coordinator will work in both Lynn and Wenham.
  - Ingalls School Farm - 1 Collins St. Terr, Lynn, MA 01902
  - Reynolds Farm - 78 Larch Row, Wenham, MA 01984

### Compensation

The rate of pay is \$19.00 per hour. Public transit expenses are reimbursed by The Food Project.

### Application Process

Please send resume and cover letter via email to: [jobs@thefoodproject.org](mailto:jobs@thefoodproject.org). In the subject line, write your name and the position for which you are applying with the region, eg: "Jordan Smith – North Shore Seasonal Operations Coordinator."

We will review all submissions, identify viable candidates, and contact ONLY those individuals selected to continue in the application process (phone screening, interview with staff, interview with youth). Applications will be accepted on a rolling basis until **Mar 15, 2023** and decisions will be made on a rolling basis until mid April 2023.

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