



The Food Project

Community Programs Manager - Greater Boston

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

The Community Programs Manager plays an integral role working closely with the Regional Director (RD), Greater Boston Farm Manager, Youth Development Managers (YDM), and our youth to cultivate and care for important individual and institutional partnerships, to develop and manage our key food access points, and to research new food access opportunities.

Partnerships (20%)

- Play a key leadership role in partnership with the Regional Director, fellows, and our youth crews in the Roxbury, Dorchester and Mattapan to develop a community-directed vision and set of priorities to build a better food system.
- Work closely with the Regional Director and Greater Boston staff to build and manage key Greater Boston relationships with residents, groups, and institutional partnerships that align and help further the work of building a better food system in Greater Boston.
- Represent TFP in steering committees, boards and councils and other institutional partners to help build a better food system.

Food Access (35%)

- Manage Ashmont Farmer Market on Fridays from 12:00pm to 7:00pm
- Support a fellow at the Dudley Market with customer management and data collection as needed.
- Support The Food Project Winter Market on Thursday as needed from December through June.
- Track and enter weekly market and donation data into Salesforce, dividing this responsibility with Farm Manager as makes sense
- Work with farmers during the farming season to distribute TFP produce to bodega partnerships, restaurant models, Affordable Care Organizations, etc.
- Support Healthy Incentives Program (HIP) work at a legislative and organizing level. Work with youth and community members to communicate stories, share information about actions, work closely with the MA Food Collaborative and other partners.

Research and Outreach (10%)

- Work with both Regional Directors, staff, and youth to gather and analyze food systems work happening throughout the region and country.
- Conduct outreach efforts in Dorchester, Mattapan and Roxbury for all TFP Programs such as Seed Crew, Greenhouse Advisory Committee (GAC), events, Build-a-Garden programs to ensure we are meeting our yearly strategic goals.
- Facilitate and help in the collaboration of workshops for internal and external audiences. (1-2 Saturdays per trimester October-May)

Program Strategy and Impact (10%)

- Work with Directors to implement a community of practice & engagement among staff across departments (youth, community, farm & food distribution, dev/comm, operations) - contributing to the alignment, maintenance, and further development of a strong, coordinated, multi-year program development in accordance with organizational strategy.
- Support and help implement evaluations of internal and external programs.

Management (10%)

- Work in collaboration with Deputy Director and Regional Director to recruit, interview, and hire fellows.
- Supervise one-two fellows during the summer and/or academic year, support with orientation and celebration/evaluation of fellow programs with key stakeholders.
- Manage the Dudley Grows/Boston greenhouse Committee website and social Media platforms - work with youth and other staff
- Manage and develop Dudley Grows monthly newsletter that features internal and external events.
- Manager Dudley Grows social media platforms.
- Management of community programs budget

Organizational Health (15%)

- Participate in our justice, equity, diversity, and inclusion initiatives.
- Prepare and participate in structured, regular feedback sessions.
- Participate in all-staff meetings, team meetings, and provide cross-department support.
- Participate in annual planning, budgeting, and performance review processes.
- Perform other duties as needed, within capacity.

Qualifications

- At least two years of experience in one of the following areas:
 - Working directly in coaching, organizing, and/or facilitative capacity to help connect diverse communities with food systems work.
 - Managing complex logistical systems that involve multiple players and relationships on a consistent basis.
 - Managing key community relationships and/or have experience in community organizing.
- Experience in and understanding of oppression, power, and equity, as this informs the work we will be doing around our community partnerships.
- Experience in working with diverse groups of people.
- Excellent organizational skills, dependability, flexibility, and capacity to manage time effectively, both independently and on group projects.
- Strong familiarity and interest in food systems and food access issues and work.
- Flexibility to work a Monday through Friday or Tuesday through Saturday schedule and evenings during the year.
- Valid driver's license and willingness to drive large vehicles in the city.
- Farming or gardening experience (preferred).
- Familiarity with the City of Boston (preferred).

Compensation

This is a full-time position with a salary commensurate with experience and skills. This position is eligible for health insurance benefits, 403B retirement plan, and paid vacation and holidays.

The salary range is **\$48,000 - \$55,250** per year.

Location & Schedule

This position will be based in Greater Boston with fluctuating Tuesday through Saturday/Monday during the months of (Sep-May) and Monday -Friday (Jun-Aug).

Due to this role being community-centered/facing 70% of work will be in person and 30% of the work will be remote.

Recruitment Process

Please send resume and cover letter via email to: jobs@thefoodproject.org. In the subject line, write your name and the position for which you are applying, eg: "Jordan Smith – Community Programs Manager".

We will review all submissions, identify viable candidates and contact ONLY those individuals selected to continue in the search process. The position will be filled when a desired candidate is found.

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.