Fellowship Program - Academic Year

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 a cohort of Fellows (youth programs alumni) to participate in our Academic Year Fellowship Program. The Fellowship Program is a space to:

- Learn and work together with peers and staff to deepen and expand their understanding and impact on The Food Project’s mission and vision.
- Contribute creativity, lived experience, and ideas to inform the continued development of the Fellowship Program.
- Intentionally support individual growth and professional development of Fellows.

Fellowship Gatherings - As part of the Fellowship Program, while involved with respective Fellowship roles, participants will gather twice per trimester to connect with one another, learn, and contribute to the development of the Fellowship Program, support each other in their Fellowship work and each other’s professional growth. At times this will include visits to other food systems partners to gather more context, support their work, learn different approaches and perspectives, and build your network to inform work at TFP and reimagine a better food system that can work for everyone.

Academic Year:
- Monday September 25th - Orientation
- Wednesday, October 4th - Gathering
- Wednesday, November 1st - Gathering
- Wednesday, December 6th - Gathering
- Wednesday January 3rd - Gathering
- Wednesday February 7th - Gathering
- Wednesday March 6th - Gathering
- Wednesday, April 3rd - Gathering
- Wednesday, May 1st - Gathering
- Wednesday, May 29th - Gathering and Academic Year Celebrations

Two-week break, and we reconvene on June 17th:
Summer:
  * Monday June 17th - Summer Kick off Gathering
  * Monday, July 1st - Gathering
  * Monday July 15th - Gathering
  * Monday July 29th - Gathering
  * Monday August 12th - Gathering
  * Monday August 26st - Last Day Celebration

**Professional Development & Networking** - The Food Project will provide opportunities for Fellows to connect with staff, alumni, and institutional partners that have aligned interests to help support their professional growth and networks. This may be at times built in at gatherings or independent time as it allows.

**Fellowship Positions** - please see the end of this document for a list of the positions, supervisors, schedules, and responsibilities. You may apply for each position on its own, or you may combine positions if your capacity and position schedules allow.

**Qualifications:**
- Alumni (high school graduates) of The Food Project’s youth programs are preferred.
- Excited to connect with other alumni, our youth, and our community.
- Familiar with Google Suite and Zoom.
- Comfort working independently and with a team in virtual and in-person spaces.
- Excellent follow-through on assigned tasks and attention to detail.
- Experience with communicating in a professional environment.
- Comfortable in speaking in front of and facilitating discussions for groups of people.
- Experience and understanding of the topics of oppression, power, and equity.
- 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 work.

**Compensation**
The hourly rate for this job is $18.00 per hour ($19.00 per hour for the Fellow Coordinator position). There are positions that either span a full year (Sep-Aug), or an Academic Year (combination of seasons fall, winter, and/or spring trimester starting in the week of September 25th, 2023).

**Application Process**
Please send a resume and cover letter via email to: jobs@thefoodproject.org. In the subject line, write your name and the position(s) for which you are applying, eg: “Jordan Smith – [Dudley Market & Ashmont Market Fellow]”

**Important Note:** As stated above, there is opportunity to combine positions if you are interested and have the capacity to engage and are available for the listed schedules. If you are interested, please state those positions in your Cover Letter and in the title of your email.

If you have any questions about this process, please contact the Director of Learning and Programs - Ludia Modi - at lmudi@foodproject.org

We will review all submissions, identify viable candidates, and contact ONLY those individuals selected to continue in the search process. Interviews and selections will be on a rolling basis until we fill positions. We will
officially close the application process on **Thursday, September 8th at 5:00 PM** and hope to hire final candidates by Friday, September 15th.

We will be looking to interview applicants with a quick turnaround, so expect an email on Tuesday, September 6th with potential dates and times to schedule your first interview.

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 these positions.

Please see below for a list of available positions and optional activities.
### Market and Food Access Fellow - Greater Boston

**Supervisor:** Community Programs Manager (Evan O’neal)  
**Location:** Ashmont Market and Boston office  
**Start Date:** September 25th, 2023  
**End date:** May 29th, 2023  
**Schedule:** Tuesday-Saturday  
**Hours:** 12.5 hours/week

**Responsibilities (Sep-Nov):** Partnering with Boston Farm Manager and support staff to:
- Manage setup and breakdown of market sites.  
- Support market transactions.  
- Conduct surveys and data collection when necessary.  
- Partner with a team on events at the market as they come up.  
- Support Boston farm and greenhouse

**Responsibilities (end of Nov-May)** Partner with the Community Programs Manager and the support staff to:
- Support with Build a Garden site visits and scheduling builds for the upcoming fall season.  
- Support Community Programs Manager hosting fall and/or Spring farm tours  
- Create a learning exchange handbook that highlights Community Based organizations and farms NS and GB youth can intersect with (summer and academic year programming)  
- Working with Youth Development Managers and Director of Learning and Programs to implement community integration within summer youth programs (NS and GB)

### Finance, HR, Operations Fellow - Org Support

**Supervisor:** Director of Finance & Human Resources  
**Location:** Hybrid (Lincoln Office, Events and Remote)  
**Schedule:** Flexible during the weekdays; one-two days per week in person.  
**Start Date:** September 25th, 2023  
**End date:** May 29th, 2023  
**Hours:** 20 hours/week

**Responsibilities:**

**HR**
- Assist in annual on-the-ground recruitment for Seed Crew (NS and GB) and seasonal staff positions; Assist other TFP staff to execute their roles in recruitment; coordinate materials, logistics, and events.  
- Review and propose improvements in HR policies.  
- Facilitate application process for youth jobs and completion of youth paperwork at the start of each season, maintain files.

**Operations**
- Maintain inventory of programs, safety, crew workers supplies - order, restock, distribute as necessary.  
- Assisting Office and Facilities Manager to maintain organization of all facilities: leases, maintenance providers, cleaning  
- Assistant coordinating youth, staff transport - order, distribute, communicate  
- Assist in gear orders, sorting, document printing for binders

*There is the possibility of this position rolling into a full time seasonal position in the summer dependent on the success of the Fellowship.*
### Full-Year Fellowship Position: September 25th - August 27th, 2023

<table>
<thead>
<tr>
<th>Community and Youth Fellow - North Shore</th>
<th>Food Access and Youth Fellow - North Shore</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Supervisor:</strong> Director of Learning and Programs (Ludia Modi) and Root Crew Youth Development Manager (Will Capriola)</td>
<td><strong>Supervisor:</strong> Associate Director of Farms and Food (Hazel Kiefer) and Dirt Crew Youth Development Manager (Renu Dabak-Wakankar)</td>
</tr>
<tr>
<td><strong>Location:</strong> Hybrid; in person various between Lynn and Wenham</td>
<td><strong>Location:</strong> Hybrid; in person various between Lynn and Wenham</td>
</tr>
<tr>
<td><strong>Schedule:</strong> Tuesday through Saturday</td>
<td><strong>Schedule:</strong> Tuesday through Saturday. Must be available for Saturday program implementation</td>
</tr>
<tr>
<td><strong>Hours:</strong> 20 hours a week (Academic year Sept-May) 32.5 hours/week (Summer June-August)</td>
<td><strong>Hours:</strong> 20 hours a week (Academic year Sept-May) 20 hours/week (Summer June-August)</td>
</tr>
<tr>
<td><strong>Responsibilities:</strong></td>
<td><strong>Responsibilities:</strong></td>
</tr>
</tbody>
</table>
| - Support with Lynn Grows  
  - Garden service sundays  
  - Resident engagement initiatives (i.e., NS greenhouse project) | - Supporting the planning and implementation of Build a Garden (Fall, Winter, Spring, and Summer)  
  - Community gardener engagement (Fall, Spring, and Summer)  
  - Leading Build a Garden facilitating and implements with Dirt Crew  
  - Co-Supervisor for Dirt Crew  
  - Support planning and implementing a Middle School Camp Program experience based on the 4 Rs and Youth Outcomes. |
| - Supporting the planning and implementation of a youth and adult-partnered regional conference | - Co-Supervisor of Root Crew (Academic Year and Summer) |
| - Support planning and implementing a Middle School Camp Program experience based on the 4 Rs and Youth Outcomes. | - Host 3 summer Peer Leader gathering meetings (North Shore Seed Crew and Root Crew) |
| - Co-Supervisor of Root Crew (Academic Year and Summer) | - Host summer Peer Leader 1:1 goals check-ins |
| - Host 3 summer Peer Leader gathering meetings (North Shore Seed Crew and Root Crew) | - Host summer Peer Leader 1:1 goals check-ins |
| - Host summer Peer Leader 1:1 goals check-ins | |

### Development Fellow - Org Support

<table>
<thead>
<tr>
<th>Fellowship Program and Alumni Coordinator Fellow - Org Support</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Supervisor:</strong> Director of Institutional Relations - Lex Nicolas</td>
</tr>
<tr>
<td><strong>Location:</strong> Hybrid (Lynn, Lincoln, Boston Offices and Remote)</td>
</tr>
<tr>
<td><strong>Schedule:</strong> Flexible during weekdays</td>
</tr>
<tr>
<td><strong>Hours:</strong> 12.5 hours a week (Academic year Sept-May) 20 hours/week (Summer June-August)</td>
</tr>
<tr>
<td><strong>Responsibilities:</strong></td>
</tr>
</tbody>
</table>
| - Contribute to the reimagining of the Serve and Grow volunteer program to transform it into an engagement and development pipeline  
  - Help design the new volunteer lifecycle  
  - Schedule volunteer shifts in coordination with farm and program staff  
  - Support program staff with S&G programming. | - Work with the Director of Learning and Programs to plan and implement Fellowship Gatherings throughout the year.  
  - Work with the Director of Learning and Programs to support Fellows interested in working on independent projects. |
- Send thank you letters to donors and volunteers.
- Assist farmers with scheduling individual volunteer groups.
- Provide farm tours to corporate and community partners.
- Support planning and implementing a Middle School Camp Program experience based on the 4 Rs and Youth Outcomes.
- Support Fellows in achieving their personal and work goals. Act as a talking partner around ideas, challenges, logistics, and opportunities throughout the year.
- Work and/or support the Org Support team to recruit alumni and others to our Young Professionals Council; gather and write up monthly communications; support the execution of event logistics.
- Host 3 summer Greater Boston Peer Leader gathering meetings (Seed Crew and Root Crew)
- Host Peer Leader 1:1 goals check-ins (Seed Crew and Root Crew)
- Support planning and implementing a Middle School Camp Program experience based on the 4 Rs and Youth Outcomes.

**Optional Activities** - as personal and work schedules and conflicts allow

- **All Staff Meetings** - Fellows are enthusiastically invited to and welcomed to attend All Staff meetings as they are available throughout their time.
- **Fellowship Projects** - As part of the Fellowship, we plan to offer the opportunity for Fellows to develop an independent project to complete during their time in the program that aligns with Fellow’s personal interests that also promote the mission, vision, and strategic plan of The Food Project. For those interested, time to work on independent projects will be built into the Gatherings and some time throughout the trimester during the work weeks that do not conflict with other responsibilities.
- **Conferences and Events** - There will be opportunities for Fellows to represent The Food Project and hyperlocal, regional, and national conferences and events as personal and work schedules allow.