

What We Seek

Associate Director of Youth and Community Programs - Seed Crew & Dirt Crew- North Shore

The Food Project seeks a results-driven, collaborative partner to lead our youth and community strategy to meet its annual goals. This position, reporting to the Director of Learning and Programs, oversees the strategy and implementation of our Seed Crew and Dirt Crew programs in Greater Boston and the North Shore. This position also oversees the strategy and implementation of our North Shore Community Engagement work. These programs are supported by two Youth Development Managers, one Community Programs Manager, Seasonal Summer Staff, and Fellows. The person who thrives in this role will care deeply about relationships, collaboration, and the ability to think systematically.

Responsibilities

Program Strategy, Alignment, Impact (25%)

- Leadership Circle - meet monthly with members of leadership for an overview of organizational health and direction via available dashboard metrics.
- Strategy & Alignment - meet monthly with Co-Executive Directors, Director of Impacts and Initiatives, Director of Learning and Programs, for check in on FY Annual Plans, deliverables and adjustments needed as they intersect with other areas of TFP.
- Youth Programs - meet seasonally (4 times per year) with all counterparts, Youth Development Managers, Director of Impacts and Initiatives, Director of Learning and Programs, to review youth FY Annual Plans and deliverables.
- Community Programs - meet seasonally (4 times per year) with all counterparts, Community Programs Managers, Director of Impacts and Initiatives, Director of Learning and Programs, to review youth FY Annual Plans and deliverables.
- NS Team Meetings - collaborate with AD of Farms and Food and Director of Learning and Programs to build an agenda for monthly NS Regional Team meetings to build relationships, trust, and work on intersectional logistics and troubleshooting.
- NS Youth Crews - work with Youth Development Managers to plan, implement and troubleshoot intersectional logistics.
- Curricular Focus - work in collaboration with the Director of Learning and Programs to focus on Seed Crew and Dirt Crew curricular development in line with our Youth Outcomes for North Shore and Greater Boston youth.



The Food Project

The Food Project (TFP)

TFP Values

Diversity, Inclusion, Belonging, Equity (DIBE)

Land Acknowledgement

Position:

*Associate Director of Youth
and Community Programs*

Salary Range:

\$60,000 to \$69,500

Employee Benefits

Management (30%)

- Directly Supervising - Two Youth Development Managers (one for Seed/Dirt Crew, one for Root Crew) and the North Shore Community Programs Manager.
- Supervised by - Director of Learning and Programs
- Observation/Coaching/Facilitating (Youth Programs) - rotating visits for youth work to observe, coach, and participate in implementation of programs.
- Observation/Coaching/Facilitating (Community Programs) - rotating visits for community work to observe, coach, and participate in implementation of programs.

Relationships (30%)

- Residents - co-facilitate the Lynn Grows initiative of residents, businesses, and partners working toward a shared vision and goal for the local food system (includes some prep time with the Community Programs Manager) - includes one on one meetings with partners as needed to maintain and build relationships, trust and accountability.
- Institutions - Build strong relationships with hyper local institutions in North Shore communities to ensure accountability of TFP's work to resident interests and foster community control in the food system (municipalities, local non-profits, businesses, residents, etc.)
- Coalitions - participate in hyper-local institutions and coalitions in our North Shore communities coalitions that align with our outcomes (e.g., Food Security Task Force, Project Phoenix, etc.)
- Culture of Philanthropy - participate in a culture of philanthropy that is grounded in cultivating relationships that support achievement of our organizational mission and vision.

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

- Must embrace TFP's mission, goals, and commitment to building just food systems..
- Committed to helping to foster an environment of equity and belonging.
- Committed to contributing to an organizational culture of learning and well-being.
- Minimum of 5 years of youth development management and supervisory experience.
- Minimum of 5 years of community engagement
- Excellent project management skills, well-organized, and attentive to detail.

- Excellent time management, especially when working collaboratively and balancing competing internal priorities and external deadlines.
- Solution oriented outlook and growth mindset.
- Strong interpersonal skills and ability to build effective relationships.
- Ability to balance attention to process, results, and relationships.
- Comfort working within our data management systems: Salesforce, Asana, Google applications, and Microsoft Office Suite.

Location & Schedule

This position will be based in Lynn and Wenham, MA with fluctuating Tuesday-Saturday (during academic year) and Monday-Friday (summer) depending on the season. Some periodic travel throughout the year to our Boston and Lincoln sites as well.

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 – Associate Director of Youth and Community Programs (North Shore)".

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.