

What We Seek

We seek two individuals - One in each region (NS or GB) - 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, project management skills, 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.

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.
- Participate in an end-of-summer evaluation of the Seed Crew Season

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).



The Food Project

The Food Project (TFP)

TFP Values

**Diversity, Inclusion,
Belonging, Equity (DIBE)**

Land Acknowledgement

Position:

Operations Coordinator

Hourly Wage:

\$20 to \$22.00

Employee Benefits

- 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.
- Able to pass a CORI/SORI background check

Location & Schedule

This is a seasonal position. The operations coordinator must be available full-time from June 2nd, 2025, to August 17th, 2025. During the summer, the Operations Coordinator will work Monday - Friday, 8:30 AM - 4:00 PM. They will spend 4 days on the farm with the youth programs and one-day doing administrative work in the office.

- Operations Coordinator for GB will work in both Boston and Lincoln.
 - West Cottage Farm - 40 W Cottage St, Dorchester, MA 02125
 - Baker Bridge Farm - The intersection of Baker Bridge and Concord Road, Lincoln, MA 01773
- Operations Coordinator for NS 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

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 – Full JOB TITTLE".

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.