

What We Seek

We are seeking a strategic, equity-driven leader with a strong background in youth development and community engagement. The Associate Director will play a key role in implementing cross-departmental partnership strategies, supporting program impact evaluation, and aligning youth programming with organizational goals. This position requires a skilled collaborator who can build and steward relationships across communities, institutions, and regional partners to advance our mission. The ideal candidate will bring strong management experience, a commitment to justice and belonging, and a passion for supporting young people as agents of change. They will also contribute to organizational learning, foster a culture of accountability, and help drive strategic growth and alignment across our youth and community initiatives.

Responsibilities

Youth Programs & Partnerships - Greater Boston Management

- Work with Director of Learning and Program and staff to implement a community partnership strategy among staff across departments (youth, community, farm & food distribution, dev/comm, operations)
- Work with the Regional Team to implement community events and partnerships contributing to the alignment, maintenance, and further development in accordance with organizational strategy.
- Work with the Director of Learning and Program and Director of Impacts and initiatives to determine the impact and outcomes of programs to inform the next steps.
- Work in collaboration with the Director of Learning & Programs to focus on Seed Crew, Dirt Crew, and Root Crew curricular development in line with Youth Outcomes.
- Rotating regional visits and observations for youth programs work to gather information to inform feedback and further program and staff development.

Organization Building & Effectiveness

- Provide guidance and process on developing and fulfilling strategic plan & annual goals to achieve mission of the organization.
- Develop, model, and steward, a culture of shared values and self accountability within the Leadership Circle.
- Work with the Director of Learning and Programs and Youth Programs team (group meeting) to research, design, maintain, and ensure program alignment across Greater Boston and North Shore.
- Identify opportunities to leverage strengths and enhance youth program experience.
- Work together in refining and evaluating arcs of experience (curriculum, activities, operations, evaluation).
- Work together to ensure that the organization's strategy for the region aligns with resident vision and priorities.



The Food Project

The Food Project (TFP)

TFP Values

Diversity, Inclusion,
Belonging, Equity (DIBE)

Land Acknowledgement

Position:

Greater Boston: Associate
Director of Youth Programs and
Community Partnerships

Salary Range:

\$60,000 to \$69,500

Employee Benefits

External Relationships

- Develop regional partnerships to enhance the regional priority of youth and community programs, as outlined in the strategic plan.
- Partner, build, participate and manage key Greater Boston relationships with key institute partners such as DSNI board, DNI and ect.
- Build strong relationships with local institutions 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.)
- Participate and represent The Food Project in city coalitions around youth and food justice initiatives
- Funders: Cultivate relationships with funders in collaboration with TFP's development team
- In collaboration with the Director of Learning and Programs, support the building and maintaining robust regional alumni network and opportunities for continued engagement

Management

- Will be responsible to supervise 3 to 4 staff members.
- Manage routine maintenance and registration of all youth program regional vehicles and Boston office.
- Co-creation and Management of all regional youth, alumni, and community partnership budget
- Ensure a clean, organized, and efficient workspace
- Oversee respective budgets, respective annual plans, review variance reports, data collection and entry, finance allocation, and Paychex management.

Organizational Health

- Diversity, Inclusion, Belonging, Equity: Training, work, affinity group space, dialogue space.
- Feedback Participation: Real Talk, Peacemaking Circle, etc.
- All Staff Meetings: Team Building, Trainings, Activities, Strategic Planning/Annual Planning as determined
- Supplemental Strategic Planning, Annual Planning, Budgets: Individual supplemental working time to work on these pieces outside of built in staff time. This compliments all staff meetings.
- Support Recruitment, Onboarding, Orientation, Training: Tap into various networks, participate in screenings, interviews, etc. for all organizational positions.
- Health & Wellness: Building in intentional time to dedicate for your personal health and wellness.
- Perform other duties as needed, within capacity.

Qualifications

- Demonstrated experience managing a team in complex, interconnected, emergent work.
- Deep commitment to working with young people as partners; direct youth development experience required.
- Outstanding ability to think strategically and translate that into actionable goals.
- Strong relationship-building skills.
- 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 3 years of youth development management and supervisory experience.
- Minimum of 3 years of community engagement
- 2 years of project management experience: first-hand involvement in initiating, planning, executing, and monitoring projects.
- 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.
- 21+ with a valid driver's license and clean driving record (required for use of TFP vehicles)

Preferred Skills:

- Proficient language skills in Spanish, Cape Verdean Creole or Vietnamese
 - Preferred Resident of Roxbury, Dorchester or Mattapan.
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Location & Schedule

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

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.