



# BOSTON FOOD FOREST COALITION

## PROGRAM COORDINATOR (part-time)

### The Opportunity

The Boston Food Forest Coalition (BFFC), a grassroots non-profit land trust, is a growing "community of practice" linking gardeners across greater Boston to permaculture projects. Neighbors come together, creating food forest gardens in their neighborhoods, and these open spaces engage and strengthen communities, producing food, hosting cultural events, and sharing experiences and skills with all ages. BFFC has a growing membership of 1,500 people in the greater Boston area. Since we launched, BFFC has offered over 150 free hands-on workshops (with topics from compost tea, permaculture design, medicinal herbs, mushroom logs, soil regeneration, biochar, mounded agriculture, companion plants and guilds, winter pruning, making elderberry syrup, nature art, and more) taught by herbalists, permaculture gardeners, designers, professional farmers and others in our community.

The Boston Food Forest Coalition is currently composed of eight sites across the city, in Mattapan, Jamaica Plain, West End, Dorchester, East Boston, and Roxbury. The goal of the land trust is to support hundreds of forest gardens, stewarded by neighbors and community organizations. Imagine each with its own harvest festival and cultural events, sharing abundance, mitigating urban heat island effects, capturing rain-water, sequestering carbon, reducing stress, and regenerating life in the city. Healing ourselves, our communities, and the land.

As the Program Coordinator for the BFFC, you would join this organization at a critical time of growth. Working with a small staff, the board, and core volunteers, you will engage in a broad set of activities to support the Boston Food Forest Coalition to reach hundreds of campers, school groups, preschoolers, teens and adults with our workshop series at our educational food forest at Mass Audubon's Boston Nature Center in Mattapan. You will coordinate with practitioners and teachers, help with outreach promotion, event hosting, and follow-up. You will lead volunteer groups and teach gardening skills. You will identify and work with key volunteers to strengthen the growing Garden Raising network, linking garden hosts to designers, recruiting gardeners, sourcing plants and materials, and developing a "leader-full" network.

In addition to working on garden raisings and the educational food forest at The Boston Nature Center, as the Program Coordinator you will plan and execute other programs and initiatives. You will play a critical role as the primary point of contact for Boston's Permaculture Design Course (PDC) alumni, designers, teachers, volunteers, in-kind partners, donors, and others in the food forest community. The Program Coordinator will report to the BFFC Director. An ideal candidate will be comfortable working in a changing environment, bringing a patient focused approach to coordinating meetings and events, and a strong desire to include and mobilize others to support



this work. It is essential to have an orientation to proactively share information and communicate with stakeholders both to foster participation in planning and staffing events, as well as to harmonize expectations and address challenges. BFFC is a small grassroots organization with a deep commitment to creating positive social change. We work with people in their gardens, homes, offices, and even coffee shops in weekly in person meetings and coordinating work teams remotely. This work requires learning and an entrepreneurial approach.

BFFC is committed to diversity and inclusion at all levels. We aspire to build a strong, diverse staff/team and community, including groups that are traditionally underrepresented. We strongly encourage people of all backgrounds to apply. We appreciate your time and will review and respond to all applications received.

## Key Responsibilities

### Program Administration

- Work closely with the BFFC Director to plan Winter, Spring, Summer and Fall workshop seasons at the education food forest at Mass Audubon's Boston Nature Center (BNC) in Mattapan. Maintain and update program calendar.
- Manage and support workshop leaders and teachers
- Provide workshop write-ups for websites and newsletters
- Set-up systems for participant on-line registration and ensuring participants register at the event
- Help recruit volunteers
- Lead occasional workshops and volunteer workdays, teaching permaculture landscape and gardening skills.
- Catalog the maintenance and repair of BFFC tools, contracting out or working with volunteers to keep tools in working order.
- Work with BNC, BFFC Director, and workshop leaders to source plants and materials for pick-up or delivery, finding ways to reuse underutilized resources is a plus
- Work with BFFC Director in budgeting events, direct fundraising, soliciting donations of materials and expertise to support this work

### Event Coordination

- Coordinate scheduling, timelines, and logistics for various program events, including planning meetings, conference calls, intro sessions, consultant meetings, workshops and public presentations
- Ensure mechanisms for participant feedback and event evaluation and improvement, track attendance, and document events to ensure institutional memory
- As needed, book space, order food, manage room set-up and clean-up (catering, AV, collateral/handouts), printing nametags, and coordinating with the BFFC Director on special invitations and RSVP tracking, and follow up activities

### Team Responsibilities



- Coordinate communications with current and past BFFC core volunteers, PDC alumni, Garden Raising volunteers, and in-kind partners
- Ensure social media strategy and sharing events, outcomes, and images
- Provide support to the BFFC team as needed (we all help each other)
- Recruit, mentor, and supervise interns and co-op students
- Communicate, vet, and develop new opportunities with the entire food forest team, potentially including help with fundraising, grant writing, and other aspects of program development

## Qualifications & Mindset

This is a leadership position on a small team in a growing organization, the ideal candidate has:

- Exceptional organizational skills, detail orientation, professionalism, maturity, and discretion
- Ability to see projects through from beginning to end, and has experience in efficiently and effectively managing multiple projects and deadlines
- Comfort leveraging technology, including experience with Google docs, spreadsheets, and online application/evaluation tools
- Strong oral and written communication skills
- Bachelor's degree or equivalent experience
- 1+ years of relevant work experience (project or program management experience highly desired)
- Permaculture design, gardening, farming experience important, and/or a deep desire to learn
- Commitment to Boston Food Forest Coalition's mission and a deep interest in connecting people and nature
- Ability to thrive and learn in our entrepreneurial environment, while bringing an enthusiastic, collaborative approach to your work and a commitment to help our organization grow and thrive

This is a part-time position of 25 hours per week and requires a flexible work schedule with the ability to work some nights and weekends. You must be effective working on your own to meet agreed goals and team deadlines. You will need to provide your own transportation, computer, cell phone and internet access. Shared desk space and office equipment are provided at Boston Nature Center.

## Compensation

Boston Food Forest Coalition offers a flexible work environment and the salary range for this part-time role is \$20,000-\$26,000.00. We are currently unable to provide benefits.



## About Boston Food Forest Coalition

Boston Food Forest Coalition is a non-profit community land trust, founded in 2015 through the work of volunteer grassroots neighbors and gardeners. We are now growing our capacity to be able to respond to the requests for support and assistance as more and more local permaculture gardeners are organizing across greater Boston. For more information see:  
<http://bostonfoodforest.org/about/>

## To Apply

Please send by email your resume, three references, and a cover letter (including name, address, phone and email) indicating your interest in our organization, the mission and your fit for this role no later than December 18th, 2017. We will be accepting applications on rolling basis, and aim to make a final determination in early 2018. Please contact the hiring team at [info@bostonfoodforest.org](mailto:info@bostonfoodforest.org)

-----EQUAL OPPORTUNITY EMPLOYER-----

BFFC is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, sexual orientation, gender identity, veteran status, height, weight, or marital status in employment or the provision of services. Knowing its importance to the success of our work, BFFC is committed to diversity and inclusion, and we aspire to build a diverse staff team and community, including groups that are traditionally underrepresented among our sector leadership.