



# BOSTON FOOD FOREST COALITION

## Associate Director of Operations (full-time)

### Overview

We are looking for a person who supports the Executive Director with operational tasks and is the main contact person for the stewardship teams of all the Boston Food Forest Coalition (BFFC) sites, tracking and managing joint projects across the coalition. Tasks include all those necessary for project coordination in cooperation with the Executive Director, part-time staff, interns and volunteers. Projects might include digital media strategy, educational workshops and event coordination and promotion, oversight of food forest maintenance, etc. The person will try to identify and raise opportunities for future growth of BFFC to the Executive Director and has the opportunity to shape the strategic direction of BFFC. Applicants ideally have project management experience (incl. planning, organising, budgeting, reporting, etc.) have good interpersonal communication skills and enjoy teamwork.

### About the Organisation

The Boston Food Forest Coalition (BFFC), a grassroots **non-profit land trust**, develops food-producing public parks that contribute to local food sovereignty, teach resilience to climate change, build cross-cultural community connections, and foster environmental justice. BFFC is a growing "community of practice" linking gardeners across greater Boston to permaculture projects. Neighbors come together, creating food forests in their neighborhoods, and these **open spaces engage and strengthen communities**, producing food, hosting cultural events, and sharing experiences and skills with all ages. Since we launched in 2015, BFFC has offered **hundreds of free hands-on workshops** (with topics from compost tea, medicinal herbs, mushroom logs, soil regeneration, mounded agriculture, companion plants, winter pruning, nature art, and more) taught by herbalists, permaculture gardeners, professional farmers and others in our community.

The goal of the land trust is to support community leaders to steward these food forests, each with its own harvest festival and cultural events, sharing abundance, mitigating the urban heat island, capturing rain-water, sequestering carbon, reducing stress, and regenerating life in the city. Healing ourselves, our communities, and the land. Racial equity and food justice are core to our work. For more information see: <http://bostonfoodforest.org/>

### The Opportunity

As the Associate Director of Operations for BFFC, you would join this organization in a leadership position at a critical time of growth. Working directly with the Executive Director, the board, part-time coordinators, and core volunteers, you will engage in a broad set of activities to support



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the Boston Food Forest Coalition in program administration, event coordination, volunteer supervision and recruitment, community building and food forest maintenance.

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 will respond to all applications received.

## Key Responsibilities

### Program Administration

- Develop Standard Operating Procedures - both for central tasks as well as for partner sites (incl. establishing an efficient filing and documentation system, creating manuals and work-plans, developing and overseeing project plans, etc.)
- Coordinate and supervise contractors, consultants, interns and volunteers
- Optimise sourcing of plants and materials
- Establish regular contacts with all of our partner sites

### Event Coordination

- Develop project plans and event budgets
- Oversee coordination of our events (incl. booking of rooms, technical support, catering, tracking participants lists, etc.)
- Lead occasional workshops and volunteer workdays, teaching ecological gardening skills
- Ensure mechanisms for participant feedback and event evaluation and improvement

### Development

- Together with Social Media and Outreach Coordinator enhance our outreach strategy
- Support our fundraising strategy
- Grow our network of partners
- Develop and oversee our annual event calendar

### Team Responsibilities

- Coordinate communications with current and past BFFC core volunteers, PDC alumni, Garden Raising volunteers, and in-kind partners



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- Provide support to the BFFC team (Board, Executive Director, Coordinators, Volunteers etc.) as needed (we all help each other)
- Recruit, mentor, and supervise interns and co-op students

## 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 management experience highly desired)
- Ideally has permaculture, gardening, farming experience 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 thrive

This is a full-time position of at least 40 hours per week and requires 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 and cell phone. Shared desk space and office equipment are available at Boston Nature Center.

## Compensation

Boston Food Forest Coalition offers a flexible work environment and the salary range for this role is \$36,000-\$40,000.00. We provide 2 weeks vacation, retirement match, and regret we are unable to provide health benefits at this time.

## 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 November 2, 2020. We will be accepting applications on a rolling basis, and aim to make a final determination as soon as possible, and no later than early 2021. Please contact the hiring team at [info@bostonfoodforest.org](mailto:info@bostonfoodforest.org)

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



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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.