Boston Summer Eats Coordinator

Project Bread – The Walk for Hunger is a leading statewide organization committed to ending hunger for Massachusetts residents of all ages. In collaboration with key partners, we deploy a two-pronged approach to achieve this goal by providing immediate relief to those who are hungry today and working to eradicate the systemic causes of hunger.

To assist us in meeting our mission, Project Bread – The Walk for Hunger is seeking a 2019 Boston Summer Eats Coordinator to join our team. The Boston Summer Eats Coordinator will serve as a seasonal member of Project Bread’s Child Nutrition Outreach Program (CNOP) to support the Summer Eats program, Massachusetts’s statewide brand for the federal Summer Food Service Program. Working alongside Greater Boston YMCA (YMCA) and Boston Mayor’s Office of Food Access (OFA) through a grant from the Boston Children’s Collaboration for Community Health, this person will work to expand participation and offer technical assistance for the 2019 Boston Summer Eats program with a special emphasis on library, farmer’s market, and housing property sites. This is a seasonal, part-time position that will run from May to early September 2019.

Project Bread is a vibrant organization with a deep commitment to creating positive social change. We work in a fast-paced environment that values learning and an entrepreneurial approach. Knowing its importance to the success of our work, Project Bread 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. We strongly encourage people of all backgrounds to apply. Please be sure to submit your resume and a thoughtful cover letter that explains your interest in the role and our organization. We appreciate your time and will review and respond to all applications received.

**Supervisor:** Child Nutrition Outreach Coordinator

**The Role:** The successful candidate for this role will possess excellent organizational and communications skills. They will work alongside local stakeholders to improve access to summer meals through Summer Eats for children in Boston. Prior experience in outreach, partnership building, or community organizing is a plus. Established connections and/or work experience with the neighborhoods of Mattapan, Roxbury, and Dorchester are also beneficial.

**Primary Responsibilities:**
This position will primarily support about 30 Boston Summer Eats sites that have received funding from the City of Boston Mayor’s Office of Food Access, administered as mini-grants by Project Bread to run the Summer Eats program. This person will also provide support for other meal sites in Boston.

1. Increase participation in Summer Eats by Massachusetts children in Boston while supporting the partnership between OFA and YMCA:
   a) Serve as liaison between OFA, YMCA, and CNOP from April to September
   b) Assist 30 Boston Summer Eats meal site locations with outreach and action planning to execute successful Summer Eats programming
   c) Attend and assist at trainings for site supervisors led by YMCA
   d) Provide technical assistance to meal sites around development, implementation, outreach, operations and help to troubleshoot problems that arise.
      a. Ensure that sites have finalized logistical planning for implementation
   e) Carry-out dissemination plan for Boston Summer Eats outreach materials
a. Ensure that sites have all physical promotional materials necessary

f) Follow up with mini-grant awardees to ensure that all plans outlined in applications are in process or have been completed

g) Ensure that meal sites have the resources and support they need to successfully run the Summer Eats program through communication including:
   a. Check in calls with organizations and sites
   b. Coach organizations on outreach
   c. Prep for promotion activities and programming

h) Participate in regular check-ins with program partners at OFA and YMCA

i) Support community based organizations at kick off events, end of season celebrations, and other activities scheduled through planning and in attendance

j) Visit all Project Bread mini-grant Summer Eats sites in Boston within 4 weeks and continue to perform site visits throughout the summer as necessary

2. Maintain accurate record-keeping systems to support reporting and communication of activities.
   a) Assist with weekly, monthly, and annual reporting on deliverables to Project Bread leadership and funders
   b) Maintain up-to-date reporting of progress in Boston
   c) Maintain up-to-date database of key contacts within coverage area
   d) Capture key success stories from the field for use by Project Bread communications team

Qualifications/Experience/Attributes

There are innumerable ways to learn, grow and excel professionally. We know people gain skills through a variety of professional, personal, educational, and volunteer experiences. We respect this when we review applications and take a broad look at the experience of each applicant. We want to get to know you and the unique strengths you will bring to the work. This said, we are most likely to be interested in your candidacy if you can demonstrate the majority of the qualifications and experiences listed below.

- Available from early May to early September
- Experience in non-profit or community-based work
- Ability to help build relationships between organizations and groups of people
- Familiarity with Summer Food Service Program/Summer Eats
- Excellent interpersonal and communication skills
- Ability to multi-task and pay close attention to detail
- Strategic thinking and analytical skills
- Ability to work independently and as part of a team
- Travel around Boston is required

Hours and Compensation

- Position provides 20 hours per week at $20/hour
- From mid-June through August, the candidate must be available to work the hours of 11am-1pm at least 4 days per week to accommodate site visits. Additional hours are flexible, but must be completed between 9am-5pm Monday through Friday. Prior to mid-June, hours are flexible but must be completed at the Project Bread office between 9am-5pm Monday through Friday.
To Apply

Please send a resume and brief cover letter to jobs@projectbread.org outlining how your skills and experience meet the qualifications of the position. Applications will be accepted until March 31, 2019.

Project Bread 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, Project Bread 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. Please contact Paul Higgins (paul_higgins@projectbread.org) if you would like to request special accommodations during the interview process.