



## Project Manager Job Description

- Are you passionate about food access and economic development in ethnically/racially and socioeconomically diverse communities?
- Are you an effective communicator that has experience in community outreach and engagement?
- Do you have experience in managing projects and teams?

Read on about the Dorchester Food Co-op's Project Manager position!

The Dorchester Food Co-op is currently seeking to fill its full-time Project Manager position. The Co-op is in the development stage, and is working to open a grocery store within the next 2 years. During this stage, the Project Manager will work with the Board and member-owner volunteers to coordinate the development of the organization leading to the implementation phase for the new store. Main responsibilities include managing volunteer committees, driving member-ownership growth through community outreach and engagement, project planning and timeline development, and networking and relationship building. The ideal candidate will have experience managing teams and projects and be an effective communicator. Highly motivated individuals who are interested in making a positive impact on the economic development and healthy food access in Boston are encouraged to apply.

The Dorchester Food Co-op is a grassroots initiative to build a community- and worker-owned grocery store that makes healthy food accessible and advances economic opportunity through neighborhood engagement. The Co-op envisions a diverse community with opportunities for employment, ownership, and healthy food access. As a food co-op, we reflect the wide variety of ethnic, racial, socio-economic groups that make up the neighborhood of Boston

For more information about the Dorchester Food Co-op, go to:  
<http://dorchesterfoodcoop.com/>

**Our Community. Our Market.**

Major responsibilities and duties include:

- Recruit for and manage volunteers for volunteer committees
- Chair and lead the Communications & Marketing Committee
- Actively drive the Dorchester Food Co-op's member-owner recruitment campaigns, building member-ownership to meet co-op milestones
- Assist with the planning and coordination of promotional communications through e-newsletters, presence at local events, etc.
- Collaborate with the Board of Directors on business plan development and strategy
- Develop and foster relationships and partnerships with local and federal funding agencies and community-based organizations
- Represent the Co-op for media engagements, conferences, and political meetings
- Attend educational workshops to learn about and implement best practices for co-op development (NFCA gatherings, etc.) and build relationships with others working in the co-op sector. Be familiar with FCI and CDS trainings online.

Note that the responsibilities of this position may evolve as the Co-op grows in the future.

Required Qualifications:

- Passion for community-building, local food and economy, food accessibility, healthy eating, education, and a cooperative, community-based approach to doing business
- Excellent organizational and project management skills, preferably including experience working with volunteers and managing teams. (This job will require the ability to get things done through others and task delegation.)
- Exceptional communication and writing skills
- Good interpersonal skills, including the ability to engage different types of people and those of different cultural and racial/ethnic backgrounds (Current involvement in our local community is a plus.)
- Experience with fundraising
- Creative thinking and problem-solving abilities
- Basic computer skills (Word, Excel, PowerPoint)

Preferred experience

- BS/BA in Business Management, Marketing, or related experience.
- Community organizing experience
- Experience with Food Co-ops or the food/grocery industry
- Comfortable with using social media

This position is 35-hrs per week and includes 10 vacation days and 10 holiday days.

Compensation is based upon experience. Interested candidates are encouraged to apply by Friday, October 6 or earlier by sending a resume and cover letter to [abrown@dorchesterfoodcoop.com](mailto:abrown@dorchesterfoodcoop.com).