

About Food For Free

Food For Free is a Cambridge-based, non-profit organization dedicated to providing the Greater Boston community with reliable access to fresh and nutritious food. Food For Free accomplishes its mission through food rescue, partnerships with schools, colleges and traditional food organizations, and our own direct service programs. In 2017, Food For Free distributed more than two million pounds of nutritious food to more than 30,000 people throughout Greater Boston.

Summary

Food For Free is excited to be hiring a Program Manager to oversee the Cambridge Weekend Backpack Program and our free School Markets. This role is 30—40 hours a week during the school year, with a few flexible hours available in July and August. The Program Manager will report to the Program Director.

Areas of Responsibility

- Manage Food For Free's Cambridge Weekend Backpack Program, which sends food home to students in the City of Cambridge each Friday, ensuring that they have access to healthy food all weekend. Oversee relationships with the local schools, coordinate the purchase of food, manage the program's budget, and manage volunteer shifts.
- Manage Food For Free's 6 monthly School Markets, which offer families of Cambridge school children the ability to stock up on free healthy groceries once a month. Order food, coordinate with school liaisons, and attend school markets.
- Oversee Volunteer Administration. Regularly update and manage our volunteer database. Work with Program Director to identify ways to improve overall volunteer experience.
- Record Keeping and Reports: Maintain accurate program records,

- compile yearly reports for programs.
- Other duties as assigned, dependent on skills and interest.

Qualifications

- Commitment to social justice, and food justice in particular
- Interest in feeding families in need
- 2+ years of professional experience
- Exceptional leadership, interpersonal, and communication skills
- A high level of organization and time-management skills
- Proactive approach to one's role and work
- Ability to identify, own, and work on projects through to completion
- Ability to think on your feet and problem-solve in the moment
- ServSafe Manager certification preferred (can be acquired after hire)
- Ability to work on your feet for several hours at a time
- Ability to lift 40 pounds repeatedly during a shift
- Ability to manage hands-on work with volunteers with a smile
- Maturity and sound judgment
- A warm and professional demeanor
- Access to a car is preferable

Annual Salary: \$26,000—\$28,000, based on experience.

To apply, send a resume and cover letter to Program Director Fiona Crimmins via email at fiona@foodforfree.org. Resumes will be reviewed on a rolling basis.