



Programming Associate

Food Recovery Network is the largest student movement against food waste and continues to be a leading voice in our nation's shift from food waste to food recovery. We are looking for a person who will support the ever-strengthening and growing bonds across our Network.

The Programming Associate will work directly with the Director of Programming to uphold the quality mentorship and student leadership training that is core to FRN's mission and work. The Program Associate will support the work of FRN Fellows to build a strong, connected and growing national movement of young people committed to fighting waste and feeding people. In addition, s/he will work directly with student leaders across the country to start and support campus food recovery programs.

As an organization rooted in student activism and leadership, Food Recovery Network places great emphasis on career development; encouraging innovation and ownership of projects; and providing opportunities for our team to advance their professional goals. By joining us, you will work with the founding team and other young leaders with a social entrepreneurial spirit.

Preferred start date: July 5, 2016

Hours: The position requires 40 hours of work per week. Work hours are from 9:30 am to 5:30 pm with a "flex Friday" option every other week; occasional work after traditional hours may be required, especially around conferences and other national events.

Location: Food Recovery Network is located in an open office setting in the heart of College Park, Maryland in close proximity to the University of Maryland, College Park. The College Park metro station is a 10 minute walk from the office; from here you can travel throughout the Washington, DC metro area. Please note that you must commit to working from the FRN National office; we are not considering remote employees.

Compensation and benefits: FRN will offer a competitive entry-level salary, commensurate with experience. Details will be available during the interview process. Benefits include a transportation, communications and gym stipend, 15 days of paid time off, and snacks at the office.

The Programming Associate will:

- **Oversee day-to-day implementation of FRN's strategy to support and grow chapters**
 - Facilitate regular communication and collaboration between Associates and Fellows who work directly with chapters
 - Assist Fellows with chapter-specific capacity building and troubleshooting
 - Strengthen processes to ensure the best support for our chapters
- **Manage communication with select external partners**
 - FRN's relationships with dining service providers
 - Respond to general inquiries
- **Manage the budget for FRN's Chapter Grants**
- **Work with the Director of Programming to plan FRN's annual National Food Recovery Dialogue**
- **Maintain working relationship with 20+ FRN chapter leaders to:**
 - Establish new FRN programs with student leaders of all levels
 - Expand the capacity and impact of official FRN chapters

- Plan and execute campaigns related to volunteer recruitment and retention, raising awareness and making change around hunger and food waste issues, among other topics
- Develop meaningful and mutually beneficial relationships with hunger-fighting agencies in their communities
- Collect and organize vital information from each chapter and use it to enhance connections and collaboration across the FRN movement

Qualifications:

Required:

- Bachelor's Degree
- Demonstrated ability to take initiative and carry a project to fruition
- Campus organizing experience, including a demonstrated ability to rally and support others to join a cause or organization
- Impeccable attention to detail and robust organizational skills
- Excellent written and oral communication skills, specifically comfortable having in-depth phone meetings and conversations
- Proficiency with Google Apps, Microsoft Office Suite and other similar software; ability to learn new platforms successfully
- Ability to deliver in a dynamic, fun, and results-oriented environment
- Positive and motivational attitude when working with students
- Interest and excitement around collaboration
- Must be able to provide your own cell phone for daily work use

Preferred:

- 1-2 years working at a nonprofit
- Familiarity with food justice issues
- Familiarity with Salesforce

In addition, the following traits will be conducive to your success at FRN: Self motivation, willingness to take initiative, solutions-oriented outlook, great sense of humor, positive attitude, ability to perform individually and on a team, excited by the idea of always trying something new (think startup), hunger for change (and other delicious things).

Application Instructions: Please send a single PDF attachment including a resume, cover letter, writing sample [maximum 1 page, ex: polished blog post, excerpt from a course paper], and contact information for two professional and/or academic references to hire@foodrecoverynetwork.org. Applications will be considered on a rolling basis through April 8, 2016.

Should you wish to be considered for both the Communications Associate and Programming Associate positions, please submit only one application and indicate your primary interest in your cover letter.

Food Recovery Network is an equal opportunity employer that does not discriminate on the basis of age, political affiliation, race, national origin, ethnicity, gender, gender identity, disability, sexual orientation, or religious belief. Members of underrepresented groups are encouraged to apply. We accept that everyone we work with has their own way of doing things, inspired by experience and creativity and we are flexible and adaptable to ensure that everyone can make unique contributions to the food recovery effort.