

**Position:** Program & Special Events Fellow  
**2019-2021**



Food Recovery Network is seeking a motivated person dedicated to continuous learning to join our National team for a two-year Fellowship. The fellow will lead and support programmatic events across the country through virtual coordination and in-person attendance. Events include Regional Summits, Move Out for Hunger, National Food Recovery Dialogue and regional gleaning (the rescue of surplus produce from the field or farmers market). The person will work closely with the Program Manager and Program Team on the four pillars of the Program Goals: to increase the size and capacity of the Network, support leadership development and facilitate engagement opportunities for members of the Network. This position offers opportunities for skill development in project planning, management, and implementation; collaboration; communication skills — both written and spoken; travel and experience supervising within a national nonprofit. The role will also increase your technical understanding of hunger, food waste, logistics of food recovery and social justice.

**About FRN:** Founded in 2011, Food Recovery Network (FRN) is the largest national student-led food recovery movement working to bring food recovery programs to colleges across the country. FRN is currently comprised of more than 200 chapters at colleges and universities (and growing) across the country and has recovered more than 3.9 million pounds of food. We recently came to the close of our 3-year strategic plan and as of July 2019 have put in place a new 3-year strategic plan that will take FRN to the next level in the food recovery space. Our team is composed of multitalented individuals that are dedicated to the mission of fighting waste and feeding people.

**Commitment:** The position requires 40 hours of work per week. Work hours are from 9:30 am to 5:30 pm; occasional work after traditional hours may be required. Food Recovery Network is located 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 any remote employees.

**Compensation:** This position pays \$2,000 / month before taxes. Staff receive paid Federally-recognized holidays and 12 paid sick/personal/vacation days.

**Responsibilities:**

- National Food Recovery Dialogue, FRN's national conference
  - Create systems for major conference logistics, including but not limited to: budget, flow, food, housing, marketing, outreach, scheduling, spaces, speakers, and sponsors
  - Manage numerous moving parts while communicating various timelines and meeting deadlines

- Serve as a liaison and ensure appropriate communication with external stakeholders and community partners
- Ensure team meetings are effective and efficient
- Support specific goals within the NFRD mission
- Attend NFRD on October 5-6, 2019
  - Lead day-of logistics with Program Manager
- Strategize for upcoming NFRD (date TBD)
- Move Out for Hunger
  - Lead the Move Out for Hunger Task Force to support minimum of 10 chapters conducting end-of-year food drives where the food will be donated to on-campus food pantries to support college student food security, where applicable.
  - Update FRN MOFH guide
  - Co-create a resource for end-of-semester food recoveries
- Gleaning
  - Work with FRN team members to
    - remotely facilitate three gleans in Florida and one-to-three gleans in California
  - Update FRN gleaning guide and resources
  - Produce FRN farmers market gleaning guide and resources
  - Support additional chapters to independently glean and celebrate chapters that have a history of gleaning
  - Work with Program Manager to distribute FRN grant money to chapters for gleaning projects
- Regional Summits
  - Support Program Manager in recruiting and supervising 5-15 remote Regional Outreach Coordinators (ROCs) in 3-5 cities across the country
    - Support cohort and small group calls so the ROCs feel connected to one another and FRN National through scheduling, agenda building, follow-up and more
    - Ensure ROCs update hour trackers in order to receive stipends
    - Facilitate post-program reflection form and support the ROCs in writing minimum of one blog post
    - Update ROCs Program Guide
  - Support ROCs with summit logistics

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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 to ensure that everyone can make unique contributions to the food recovery effort.

- Logistics could include catering, reserving space, connecting with community speakers, inviting local FRN members and potential student leaders from new-to-network schools, distributing travel stipends, etc
    - Goal of 50 attendees at each summit
    - Goal of inspiring 15 new chapter applications
  - Attend the 3-5 regional summits with the Program Manager and other members of the Program Team
  - Co-author report after program completes with success, lessons and recommendations with Program Manager
- General Program Work
  - Serve six hours per week on Hotline to support chapters with event planning questions relating to gleans, fundraising, education/awareness events
    - Communicate through various touch points including email, text, phone call, survey submission, FRN's Student Portal
  - Support the Program Team to
    - grow the size of Network to 209 schools by May 2020
      - Support geographically-outlined outreach campaigns to target colleges and universities through the ROCs program
    - Host virtual training circles where FRN leaders have opportunity to connect directly with other FRN leaders and discuss best practices on a variety of topics

**Required:**

- Excellent written and oral communication skills
- Impeccable attention to detail and organizational ability
- Collaborative attitude and ability to work independently
- Comfortable receiving and giving feedback
- Skilled in managing multiple ongoing projects
- Familiarity with common social media platforms & ready to learn new platforms
- Campus organizing experience, including a demonstrated ability to rally and support others to join a cause or organization
- Proficiency with Google Apps and other similar software; ability to learn new platforms successfully
- Ability to deliver in a dynamic, fun, and results-oriented environment
- Desire to work in a learning-centered atmosphere

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- Desire to work for a growing organization where opportunities to create and build systems will likely arise
- Comfort creating new systems and improving upon existing models
- Positive and motivational attitude
- Personal cell phone for daily work use
- Comfort supervising and supporting people remotely/virtually

**Preferred:**

- Bachelor's Degree
- Experience working for a national student organization
- 1-3 years experience working at a nonprofit; internships count
- Familiarity with food justice issues
- Experience creating and implementing social media campaigns
- Able to work hard for the common good

**Application Instructions:** Email a resume, a cover letter, and a writing sample to [careers@foodrecoverynetwork.org](mailto:careers@foodrecoverynetwork.org) with "FRN Program & Special Events Fellowship" listed in the subject line. Applications will be accepted on a rolling basis (the earlier the better), but preferred before 8/12/2019.

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