



Food Recovery Network is seeking a Program Associate to join our growing team in Washington, D.C. and contribute to the foundational strength and stability of our key programs, primarily through directly supporting participants of our movement, updating internal materials that drive our work and regularly writing progress reports to ensure FRN continually evolves how we support key stakeholders.

FRN's program models are moving out of our pilot phase into the next iteration of the work based on our pilot-phase learning. The ideal candidate will have a proven ability to evaluate existing structures, notice patterns, consider current and upcoming team and project needs, and determine the most efficient process for aligning all of the aforementioned components, bolstering our systems, and accomplishing the work to change the narrative from food waste to food recovery. They will be committed to getting results in a dynamic, fun, and largely collaborative environment and be able to handle a vigorous workload. They will be comfortable making position-appropriate decisions and proactively seeking the appropriate response from leadership when necessary. This position is an excellent opportunity to engage with a community of passionate changemakers who are dedicated to the mission of fighting waste and feeding people.

About Food Recovery Network

FRN, founded in 2011, is dedicated to shifting the perception on food waste in higher education from the exception to the norm. We work closely with students, staff and faculty at colleges and universities across the country, and have built a reputation as the largest student-led organization against food waste and hunger. We plan to engage an additional 5% of higher education in our work over the next three years.

Job Responsibilities

The program associate, who is based in Washington, D.C. and reports to the program manager, is responsible for the following:

- Directly supporting members of the Network by distributing grants to chapters, communicating via call, text, email, etc. and visiting campuses to gain a deeper understanding of the programs and how they are functioning
- Building, updating and maintaining internal resources integral to supporting members of the Network to achieve their community-specific goals and the Network-wide goals
- Writing progress reports — weekly, quarterly, and annually — about the program and various projects. These reports will brief the leadership team, inform Board of Director meetings, contribute to the content of our annual report, and more.

- Serving as middle leadership for the FRN Fellow and Americorps VISTA staff, especially while Program Manager is traveling

Qualifications

We're seeking candidates who excel in organizing information, have strong project management skills and believe in their ability to impact change in our society. You should have:

- A track record of organizing numerous components of a program into a streamlined process to manage multiple projects simultaneously that progress at various speeds
- A demonstrated commitment to meeting a high bar and a history of getting things done with an asset-based approach even in the face of obstacles
- The strategic ability to see opportunities and contribute to designing innovative approaches backed by analysis and planning
- Strong interpersonal skills including the ability to work with a diverse team of creative, mission-driven people
- Dedication to continuous learning and personal evolution

Knowledge of relevant issues (food waste, food recovery and hunger) and prior experience as a program associate are both pluses but are not requirements.

Compensation

Salary: \$32,000

Benefits include paid holidays, 15 days of Paid Time Off (PTO), and professional development opportunities. FRN does not yet offer full healthcare benefits or retirement benefits but intends to implement a healthcare reimbursement in FY 2020.

How to Apply

Please send a cover letter and resume to hc, program manager, at careers@foodrecoverynetwork.org with the subject line: [your name] is your next Program Associate. Before writing your cover letter, please complete the True Colors Personality Test; linked [here](#). Your cover letter should explain how the results support your candidacy, given the responsibilities and qualifications listed above.