Fresh Truck Program Coordinator

Organizational Overview
About Fresh is a Boston area nonprofit on a mission to strengthen communities by getting healthy food to the households that need it most. Our programs are built to be integrated into community health systems.

- *Fresh Truck* mobile markets bring affordable, healthy food to Boston neighborhoods
- *Fresh Connect* is a pre-paid debit card and analytic platform that enables health care providers to cover the cost of healthy food for patients and measure related health impacts
- *Fresh Box* a direct-to-doorstep contactless delivery of fresh fruits, vegetables, and other grocery staples developed as a response to the COVID crisis.

About Fresh is seeking a sharp as a tack, community leader in the making to own the planning and execution of our Fresh Truck mobile markets. Reporting to the Fresh Truck Program Director you’ll manage conduct community outreach, program volunteers, and lead shopper communications. You will serve as a key liaison between our wide network of community partners and the Fresh Truck team. This is a highly collaborative role for someone who is resourceful, eager to learn, and dedicated to improving food access and community health in Boston.

What you’ll do

Fresh Truck Program Responsibilities
- Support the Fresh Truck Program Director in planning and executing Fresh Truck mobile market programming and new initiatives
- Be the voice and face of Fresh Truck in communities we serve through nurturing and building partnerships with social service agencies, grassroots organizations, neighborhood advocates
- Plan, market and execute Fresh Truck events ranging from Pop-up Markets to community-building initiatives with our partner network
- Own the end-to-end process for Fresh Truck volunteers on Salesforce including; recruitment, sign-up, scheduling, communication, and stewardship as well as system improvements
- Manage shopper-facing communications through the Fresh Truck hotline, digital text alert platform, social media, and printed materials
- Provide direct mobile market operations support

Fresh Box Program Responsibilities (through the end of the COVID-19 crisis)
- Lead recruitment, communication and scheduling of volunteers for Fresh Box door-to-door deliveries

Who you are
- 2-3 years of experience planning community events, managing volunteers and/or conducting community outreach
- Possess the cultural and social competency to work across a diverse array of teammates, partners, and communities
- An advocate for equity in Boston neighborhoods
- A team player who is excited to take the lead on new initiatives
- Eager to learn and adapt in changing circumstances
- Willing to roll up your sleeves to get the job done
- Being multilingual (ex. Spanish, Haitian Creole, Portuguese, Cantonese) is preferred
Compensation

- Competitive, experience-based salary in a range $45,000-$55,000
- Employer-sponsored medical, vision, and dental coverage
- Commuter benefit
- 3 weeks paid vacation
- Employer matching 403b plan

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