

COMMUNICATIONS AND ADMINISTRATIVE ASSOCIATE JOB DESCRIPTION

Do you think hospitality can be a tool for social justice? Are you ready to use your professional super powers to leverage social change?

Drive Change is a leading agent of social change in NYC. Drive Change recently secured a \$2.6M dollar grant from the Criminal Justice Investment Initiative to grow our impact over the next 3.5 years. With this funding, and the right staff (YOU), we will build a network of like-minded food businesses that reshape the hospitality sector and simultaneously employ hundreds of talented young adults who are coming home from jail.

About Drive Change:

Drive Change was founded in 2014 by Jordyn Lexton, a former teacher on Rikers Island. They launched Drive Change in response to the race and class injustice of our criminal justice system. Inspired by a culinary arts course inside of the school on Rikers, Jordyn and other co-Founding members decided to start a food truck business as the platform for a paid Fellowship for young adults coming home from jail. From 2014-2017 the food truck and Drive Change's model gained recognition: the truck won the Vendy Award for Best Food Truck in NYC in 2015 and Drive Change received awards/Fellowships from Echoing Green, the New School, Forbes, Zagat, Harvard Social Enterprise and others.

In 2018, Drive Change was awarded \$2.6M dollars by the Criminal Justice Investment Initiative to scale our impact by partnering with like-minded restaurants we call our Hospitality for Social Justice Partners.

We are tapping into the talent of young New Yorkers. Drive Change utilizes the food truck and restaurant workplace to run a premiere Fellowship for returning citizens (formerly incarcerated people) ages 18-25. We do this through a bi-directional workforce development Fellowship called Hospitality for Social Justice (HSJ): a program that trains/coaches **both** the talent (young adults returning from jail and entering the food workplace) and the employer (managers from our partner restaurants). We believe that it is not enough to only invest in training staff/talent: workplaces environments (policies, procedures, culture, management, economic development practices) must evolve so that employees can access their potential and develop their full impact. We proudly launched our HSJ pilot in 2018 with Union Square Hospitality Group, the Marlow Collective, and Ovenly Bakery. In 2018, we hope to expand from partnering with 7 restaurants to over 20 restaurants; we also hope to expand from working with 11 Fellows in 2018 to working with 32 Fellows in 2019.

With the right talent on our staff, we will build the right infrastructure to ensure that our growth is stable and our impact is exponential.

About the Communications and Administrative Associate Position:

The Drive Change Comms and Admin Associate is equal parts Problem Solver and Organizational Wizard. Your ability to performing a variety of administrative and staff support duties, which require a range of knowledge and skills of organizational procedures and policies; along with researching and resolving administrative problems and inquiries is key to your part in a successful experience at Drive Change.

Further, there are exciting areas for organizational impact and growth for you to bring your knowledge and expertise: specifically, we need someone who has some experience and/or interest in communications, marketing, and events. As a company that throws food events, we have the capacity for marketing gold! However, our social media impact and our outreach are limited by our current capacity on our team. The right administrative assistant can help take these pieces of our business to the next level.

Note, you will be entering the company during a time when your direct manager will be on military leave. This will require you to be proactive in your communication and a self-starter.

Responsibilities:

Finance:

- Work with Bookkeeping team to draft monthly expense reports and collect receipts to help keep individuals in compliance

Project and Events:

- Use Run-of-Show Checklist for event execution (calling/emailing vendors and event space for confirmations)
- Organizing assets before and after event
- Organized data retrieved from events
- Follow-Up emails
- Pre/Post event social media
- Scope for event planning and experience design partners to make our A+A events and Drive Change food events most impactful

General Tasks:

- Responding to general inquire emails
- Arrange and participate in conference calls and assist with address technical issues
- Maintain research files and vendor files (update systems and build new ones if old systems are inefficient)
- Set up and breakdown refreshments for meetings, including ordering breakfast & lunch when necessary
- Prepare and distribute outgoing and incoming mail
- Work with director level personnel to facilitate any infrastructure changes
- Personal assistance for the Founder and CEO

- Ensure general upkeep of the office
- Ad-hoc projects as needed

In this role you will need to already be/have:

- Bachelor's degree in business administration or equivalent work experience.
- Excellent communication and interpersonal skills
- Outstanding organizational skills
- Strong writing skills
- Advanced computer skills (Outlook, Excel, PowerPoint, Word)
- A "No task is too big or too small" mentality and positive attitude - a MUST
- Demonstrated ability for thoroughness, attention to detail, and good judgment
- Can manage multiple (sometimes even conflicting) priorities
- Love for or experience in social media marketing
- Belief that systems design is at the core of strong organizational impact
- Interest or experience in event planning

Are you our new Communications and Administrative Associate? If so, please email people@drivechangenyc.org

Send your resume/CV and Cover Letter

Include the answer to these questions:

1. Tell us about your first (or first-ish) job, what did you learn from it? What did you like about it? How could it have been a more fulfilling experience for you?
2. Why do you want to do this work? Why now?
 - b. How do you see yourself growing personally and professional from working at Drive Change?