



**Job Title:** Food Justice Coordinator

**Schedule and FLSA:** Exempt, Full-Time - 40 hours/week

**Pay Range:** \$70 - \$75K/year salary

**Location:** San Francisco, CA; 100% in-person

**Mission:** [The Booker T. Washington Community Service Center](#)'s mission is to empower the lives of our community by offering individuals and families the services and support they need to become self-sufficient. The oldest Black-led, Black-serving organization in San Francisco, BTWCSC has been a beacon of support and light for the Fillmore/Western Addition community for more than a century. Serving over 3,500 people a year, we work to reduce economic and racial disparities by serving as a one-stop hub that provides affordable housing, education, senior services, family stabilization, workforce development, and community building. BTWCSC is an anchor institution and is one of the few urban spaces where anyone in the community can access comprehensive services, from a hot meal to childcare to academic support to senior services. The Center is located at 800 Presidio Ave in San Francisco, CA.

**Position Summary:** The person selected for this position will be under the direct supervision of the Food Justice Manager and will be responsible for supporting our BTWCSC Food Justice Program and organization's goals and values of sustainability, equity and quality. This role will also create processes, engage with community members directly, provide food security access, develop educational and partnership opportunities, while increasing organizational capacity to support our clients. Ideal candidates will reflect the BTWCSC core values of compassion, collaboration, grace and grit and are responsible for complying with all BTWCSC policies and procedures.

**ESSENTIAL DUTIES: (Other duties may be assigned.)**

- Support the implementation of BTWCSC weekly and daily food justice programs, including free market pantry, community meals distribution, program meals coordination, and events;
- Adhere to Program priorities around food, service, volunteers, and community engagement and support these areas to be responsive to the shifting needs in each.
- Organize and facilitate community outreach events about BTWCSC food justice programs or offerings, and developing outreach strategy and tools for audiences ages 0-99.
- Facilitate curriculum to teach the community about sustainable food systems, cooking and nutrition. Coordinate produce tastings, retail and farmers market explorations, and hands-on cooking classes, to nurture community love and understanding of healthy, fresh food.
- Recruiting, training, and supervising BTWCSC Food Justice interns and volunteers.
- Develop and coordinate with community partners and volunteers to strengthen Food Justice educational programming; schedule and staff classes and events year-round.
- Be able to manage food justice programming while also managing administrative duties.
- Be able to contribute and/or create new systems of operation, tools and documents, related to equitable food access.
- Have an understanding and passion for food justice and sustainability to root staff and community in our organizational values.
- Collaborate across other Program teams to coordinate service delivery across BTWCSC to ensure optimal program performance.
- Leverage strong customer service experience skills to manage client needs, complaints or issues

- expediently, provide follow-up staff training, and implement needed system/process improvements.
- Support Food Justice Manager in weekly procurement processes and ordering with local farmers, chefs, community artisans and food producers;
- Work with the Programs and Operations Team to maintain kitchen, supplies, storage and pantry.
- Conduct quarterly and annual client surveys and support reporting to city and philanthropic partners.
- Tracking and reporting on program expenses.
- Supporting BTWCSC fundraising events. Providing program updates as requested for fundraising and grant reporting.
- Support and track internal food program needs and ordering.
- Supporting special projects and outreach as needed.

## **JOB QUALIFICATIONS:**

- 3-5 years experience in food service, hospitality, culinary and/or direct social service program delivery
- Demonstrated knowledge of and passion for racial equity, gardening, cooking, sustainable agriculture, food access, local food systems, and food justice
- Demonstrated expertise in teaching and community development
- Experience, willingness, and ability to work with people from a variety of racial, cultural, and economic backgrounds, with various lifestyles, sexual orientations, and of all ages, including professional chefs, social service providers, volunteers, and low-income participants.
- Multi-cultural competency and comfortable working with and supervising volunteers and entry level staff from diverse backgrounds in San Francisco
- Strong interpersonal and communication skills, attention to detail, collaborative mentality, and emotional intelligence
- Reliable, punctual, adaptable, and able to work independently with input from the supervisor.
- Expertise in curriculum development and program evaluation are a plus.
- Have a strong knowledge of Excel and data collection.
- Have an understanding of PNLs and good food purchasing on a mid to large scale.
- A solid understanding of program budgets and the ability to learn new systems.
- Have a strong ability to lead when needed, and be able to comfortably and confidently step into the role and responsibilities of the Food Justice Manager in their absence.

## **EDUCATION:**

- Must be 18 years of age or older.
- HS Diploma or General Equivalent Diploma.
- Experience working with food programs is highly desired.
- Experience working with a variety of age groups (youth to senior) is highly desired.

**Certification, Licensure, Training:** Applicants must complete all requirements of this job such as a ServSafe Certification.

**KNOWLEDGE/EXPERIENCE:** Must have the ability to demonstrate and/or show competency in the following areas:

- Supervising clients and serving as a positive role modeling through all interactions with program participants.
- To meet program goals as outlined in the BTWCSC Policies and Procedures Manual
- To keep confidences, loyalties and practice professionalism
- Be reliable and dependable
- If 21 years old, able to drive safely and within the required posted speed limit, have a valid license,

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- current insurance, and a clean driving record; able to pass a defensive driving course
- Must pass CPR/AED/1st Aid certification by an approved provider within 3 months from original date of hire and maintain while employed.
- Work a flexible schedule to meet Center needs.
- Exercise mature judgment and sound decision making.
- Communicate effectively both verbally and in writing.
- Learn, follow and enforce BTWCSC guidelines related to internal policies

**PROFESSIONAL EXPECTATIONS:** In addition to the responsibilities, candidates will exhibit and represent behaviors consistent with the expectations within the BTWCSC competency guidelines listed below..

- Demonstrates a desire to serve others and fulfill community needs for vulnerable populations
- Works effectively with people of different backgrounds, abilities, opinions, and perceptions.
- Builds rapport and relates well to others.
- Makes sound judgments, and transfers learning from one situation to another.
- Embraces new approaches and discovers ideas to create a better member experience.
- Strives to meet or exceed goals and deliver a high-value experience for members.
- Pursues self-development that enhances job performance.
- Demonstrates an openness to change, and seeks opportunities in the change process.

**PHYSICAL REQUIREMENTS:** Must be able to move 50 pounds safely. Must be able to effectively review documents. Must be able to adequately communicate to respond to members and interact with the public. Must be able to remain in a stationary position during shift. Physical requirements are also typical of those needed in an office environment.

**SCHEDULE:** Regular business hours, Monday – Friday, 9am to 6pm. Occasional night or weekend hours as needed. Additional hours required for program activities include, but are not limited to, BTW events, evening and late-night duty, field trips, and/or staff meetings; a calendar will be provided in advance.

**HEALTH & SAFETY:** BTWCSC has implemented an org-wide vaccination requirement that requires all new staff to be fully vaccinated before their first day of work. We have made this decision for the safety of our participants and employees and to enhance our ability to continue to provide the vital services we offer to our participants. As part of the onboarding process, new hires will be asked to submit proof of vaccination status prior to their first day of employment. If you are unable to get vaccinated against COVID-19 for medical or religious reasons, you can request reasonable accommodation. An interactive meeting will be scheduled to discuss your request.

**Benefits and Compensation:**

BTWCSC offers a competitive compensation package with paid time off and holidays, generous health and retirement benefits, and a salary commensurate with experience. This position is full-time and exempt with an annual salary range of \$70,000 to \$75,000 plus a full benefits package, including:

- 100% employer covered excellent health, dental, and vision benefits
- Paid time off, including 15 days paid vacation, plus holidays and Center breaks/closures
- Workers compensation;
- Employee assistance program;
- Monthly wellness benefit after 90 days;
- Access to daily meals;

- Commuter benefits;
- Life and disability insurance
- 401(k) with employer contribution
- Professional development opportunities, including conferences, seminars, webinars, and trainings

*BTWCSC is an Equal Opportunity Employer, committed to hiring a diverse workforce. All openings will be filled based on qualifications without regard to race, color, sex, sexual orientation, gender identity, national origin, marital status, veteran status, disability, age, religion or any other classification protected by law. Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.*

**To Apply:**

- People of color and candidates with lived experience are strongly encouraged to apply.
- Please submit the following:
  - Cover letter detailing your fit and qualifications for the position
  - Resume or CV
  - Minimum of 2-3 references including at least one recent supervisors
  - Application submission screening will be completed on a rolling basis.