

## **East New York Farms! Project Director**



The *East New York Farms! Project* (ENYF) is a group of diverse gardeners, vendors, farmers, and youth working together to strengthen our community through gardens, fresh food, farmers markets, and community leadership development. *ENYF* is a program of the United Community Centers Inc (UCC). The mission of *ENYF* is to organize youth and adults to advance food justice in the East New York neighborhood of Brooklyn by promoting local sustainable agriculture and community-led development.

**The *ENYF* Project Director** will be responsible for leading the development of our food justice work in East New York.

### **Roles and responsibilities will include:**

#### ***Internal leadership***

- Coordinate and support efforts of four full-time staff members
- Create systems to increase the impact and efficiency of our work
- Partner with staff to develop and implement ways to evaluate our work, and adjust programs as necessary
- Coordinate *ENYF* programming with UCC's Executive Director

#### ***Community and External leadership***

- Coordinate communication to members and supporters
- Organize leadership and skills trainings for members, primarily through our monthly member meetings
- Plan annual community events for our members and neighbors
- Pursue relevant opportunities to partner with local, regional, and national organizations and networks

#### ***Raising and Managing Funds***

- Create annual fundraising plan, including researching appropriate funding sources
- Raise funds by writing grants and building relationships with funders and donors
- Maintain relationships with funders and donors, including submitting narrative and financial reports
- Create program budgets and track spending

#### ***Youth Internship Program***

- Supervise a crew of youth interns (ages 13-18) to grow vegetables, assist other neighborhood gardeners, and help run the farmers' market
- Assist with designing and leading lessons to build skills and help youth understand the social context of their work
- Participate in regular feedback and evaluation of youth interns
- Our youth program is a well-established part of our work, and the Project Director will join four other staff members (including a Youth Program Director) in carrying out the program

### **Desired qualities:**

Committed to justice and equality

Committed to openness, transparency, and fairness

Polite, humble, and willing to learn

Respectful of all people, cultures, and backgrounds  
Able to communicate well with diverse members and partners, including teenagers, seniors, and funders  
Well-organized  
Focused and able to prioritize  
Able to multi-task  
Flexible, adaptable, and able to find quick solutions  
Willing to work both independently and collaboratively  
Able to think strategically and engage in hands-on implementation of programs

**Desired skills and experiences:**

Strong writing skills, particularly for developing grant proposals  
Computer savvy  
Comfortable with public speaking and representing *ENYF* at public events  
Experience in a management position - supervising and supporting staff, running a program, setting priorities and coordinating efforts between different staff and program areas  
Experience facilitating group discussions and group decision-making  
Demonstrated commitment to participatory development in marginalized communities  
Able to work in a physically demanding environment (working outside in all kinds of weather, lifting heavy things)  
Able to work weekends (work week is Tuesday – Saturday from March – November, and Monday – Friday from December - February) and occasional evenings  
Able to work a schedule that varies with the seasons, with longer hours from spring to fall (especially during July and August) and a lighter workload in the winter  
Familiarity with East New York and ability to speak Spanish or Bangla are strong pluses

**To apply:**

Please email cover letter, resume, and 2-3 page writing sample as one PDF file to [projectdirector@eastnewyorkfarms.org](mailto:projectdirector@eastnewyorkfarms.org). Grant proposals or letters of inquiry are especially helpful as writing samples, but articles or sections of research papers you've written could be submitted instead. You will receive confirmation that your application was received. We will not be able to respond to each applicant individually.

**Timeline:**

This position is open until filled, but interested candidates should apply as soon as possible. We plan to start interviewing strong candidates on a rolling basis during the fall and winter. We hope to hire a new Project Director to start in Spring 2013, and overlap with our current Project Director for at least two months.

**Salary and Benefits:**

This position offers a salary in the low \$40K range, medical and dental coverage, and paid vacation.

**Questions:**

If you have a question about the position, please first read this posting and our website carefully, and then feel free to contact Sarita Daftary, Project Director, at [sarita \[at\] eastnewyorkfarms.org](mailto:sarita@eastnewyorkfarms.org). We will do our best to respond. **Please do not contact us to check on the status of your application.**