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**Cooking & Gardening Coordinator**  
*Community Food Action*  
Full-time Salaried Position

About New Settlement and Community Food Action:

New Settlement Apartments is a settlement house based in the Mt. Eden community of the Southwest Bronx, with a 25-year demonstrated commitment to increasing preparedness and access to safe and affordable housing, high-quality public and post-secondary education, expanding opportunities for healthy and active living, and fair and sustainable employment. Grounded in its commitment to affordable housing and a thriving neighborhood, New Settlement Apartments collaborates with community residents and develops partnerships to create services and opportunities that celebrate the inherent dignity and potential of individuals and families.

Community Food Action takes a comprehensive and multidisciplinary approach to food justice in our neighborhood. We embed hands-on food education into local institutions, develop community leadership, and create opportunities to grow, purchase, eat and compost good food. We aim to model community-responsive solutions to inequities in the food system.

Position Outcomes and Sample Tasks

<i>Outcomes</i>	<i>Sample Tasks</i>
<b>1. FoodCorps members have the capacity and resources to carry out their action plan goals of hands-on learning, healthy school meals, and building a school wide culture of health.</b>	<ul style="list-style-type: none"> <li>• Serve as service site supervisor to 2 FoodCorps members for 11 months/year.</li> <li>• Carry out Community Food Action’s responsibilities as a FoodCorps service site</li> <li>• Assist in recruitment, selection, and training of members</li> <li>• Support service members in planning lessons and activities. Co-facilitate activities as needed.</li> <li>• Support members in obtaining supplies, equipment, and space at school and office to carry out their Action Plan</li> </ul>
<b>2. Community Food Action cultivates effective and responsive partnerships with minimum of five neighborhood schools.</b>	<ul style="list-style-type: none"> <li>• Coordinate meetings and communication with school administration and teachers</li> <li>• Maintain active presence at wellness councils and school meetings and events</li> <li>• FoodCorps Action Plans are created with input from schools and school stakeholders are kept up to date on progress.</li> <li>• Plan and facilitate 8 annual workshops and professional development for students, parents, and teachers</li> </ul>
<b>3. The 170 Farm Stand is a social and vibrant place for hands-on learning about</b>	<ul style="list-style-type: none"> <li>• Manage Farmers Markets for Kids operations including set up, participant recruitment, workshop delivery, food safety practices, and breakdown</li> </ul>

<p>seasonal eating and composting. Farmers Markets for Kids carries out its projected number of workshops, administers lessons with fidelity, and is responsive to community needs.</p>	<ul style="list-style-type: none"> <li>• Maintain equipment and supplies necessary to workshops</li> <li>• Accurately complete and maintain participant logs, paperwork, and records</li> <li>• Co-facilitate workshops with Educators</li> <li>• Train and supervise Educators</li> <li>• Coordinate composting drop off program with partner</li> <li>• Serve as program representative at meetings with funder and network of grantees</li> </ul>
<p><b>4.</b> Activities are tracked and success is monitored to ensure that projected outputs and outcomes are achieved; adjust accordingly. Assist program in assessing needs, opportunities and threats.</p>	<ul style="list-style-type: none"> <li>• Salesforce data entry</li> <li>• Implement debriefs, surveys, interviews, and focus groups</li> <li>• Support Director with grant reporting</li> </ul>
<p><b>5.</b> Community members and partners are engaged through outreach and communication so that they know our work and how to connect with it.</p>	<ul style="list-style-type: none"> <li>• Develop outreach and promotional materials</li> <li>• Plan and facilitate presentations, workshops, and tabling</li> <li>• Create communications content for e-newsletter, website, and social media</li> </ul>
<p><b>6.</b> Carry out program and organizational administrative tasks and procedures so that program activities are planned, resourced, and executed according to high standards.</p>	<ul style="list-style-type: none"> <li>• Plan agendas, facilitate, and take notes as needed in staff and partner meetings</li> <li>• Develop program timeline and work plans</li> <li>• Manage expenses and reimbursement</li> </ul>

Education and Experience:

- Minimum 2-3 years' experience working with children in formal settings required; school-based experience strongly preferred
- Experience planning lessons and facilitating hands-on education through cooking, gardening, or composting required
- Experience working in or engaging with a low-income community-based setting required
- Undergraduate degree in relevant field preferred
- Previous supervisory or leadership experience a plus

Preferred Competencies Include:

- Strong interpersonal communication skills and proven ability to coordinate with partners including school teachers and administration
- Knowledge of or enthusiasm about food issues as related to healthy living and uplifting diaspora culinary traditions as an alternative to western diets; personal experience facing the negative aspects of the food system preferred
- Committed to principals of racial, social, and economic justice
- Bilingual English/Spanish speaker strongly preferred

- Organized, upbeat, and flexible individuals strongly preferred.
- Knowledge or experience with Popular Education theory of learning a plus
- Solid written communication skills
- Ability to work with frequent interruption, to make the best of limited space and supplies, and to simultaneously supervise a variety of tasks.
- Ability to multitask, prioritize, problem solve and be flexible
- Bronx or Upper Manhattan native or resident preferred
- Physical Requirements: The position requires working outdoors in all weather conditions, standing and walking for extended periods, and carrying heavy and bulky items
- Intermediate computer skills including Microsoft Office and web-based applications

### Salary, Schedule & How to Apply

Salary and Benefits: Competitive salary, depending on experience. New Settlement offers a comprehensive benefits package, including 401(k).

The Coordinator is expected to start the week of June 18<sup>th</sup>.

Please send a pdf of your cover letter and resume to [communityfoodaction@newsettlement.org](mailto:communityfoodaction@newsettlement.org) with the subject line "Cooking and Gardening Coordinator: YOUR LAST NAME"

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<https://newsettlement.org/food/>