



**Metro Baptist Church &
Rauschenbusch Metro Ministries**
www.mbcnyc.org | www.rmmnyc.org

Food Justice Coordinator

Rauschenbusch Metro Ministries (RMM), in partnership with Metro Baptist Church (MBC), is seeking a part-time Food Justice Coordinator. The Food Justice Coordinator will provide leadership and vision for the food-related programming of RMM. Specifically, this individual will coordinate RMM's weekly client-choice food pantry, assist in coordination of the Hell's Kitchen Farm Project (community rooftop farm atop Metro Baptist Church), facilitate the emergency distribution of snack bags, and participate in community advocacy and education efforts related to food justice.

Specific responsibilities related to RMM's Client Choice Food Pantry are:

- Coordinate approximately 25 volunteers each Saturday morning to ensure the distribution of emergency food for approximately 800 individuals a month.
- Manage food orders and deliveries (2-4 times a month).
- Maintain all food pantry records.
- Submit monthly and annual reports to grant funders.
- Ensure assembly of snack bags that can be distributed daily by RMM staff.

Specific responsibilities related to the Hell's Kitchen Farm Project (HKFP) are:

- Serve on the HKFP Advisory board.
- Depending on specific skills and/or experience, assist in managing components of the farm project (i.e. maintaining beds, coordinating volunteers, leadership of farm education programs, record management, outreach, development/fundraising, etc.)
- Coordinate the HKFP Community Supported Agriculture (CSA) program (weekly distribution of local produce to community residents June-October).

General responsibilities are:

- Build and strengthen partnerships with local and corporate sponsors that align with RMM's food justice programming.
- Engage in food justice advocacy and help to educate the wider Metro/RMM community of pertinent topics and opportunities.

(more on back)

- Attend weekly staff meetings and an annual staff planning retreat (generally in August).
- Other duties as assigned.

The Food Justice Coordinator is a resident staff position at RMM & MBC, requiring that the coordinator live on site at Metro Baptist Church (410 W. 40th Street, NYC). The Food Justice Coordinator will report to RMM's Executive Director and the Pastor of Metro Baptist Church.

Candidates must demonstrate the following skills and experience:

- Passion for food justice and community service
- Urban farming experience preferred
- Ability to work well with a diverse group of staff and volunteers
- Willingness and ability to learn on the job
- Strong organization skills
- Self-motivation
- Willingness to adjust hours to accommodate the needs of the job
- Ability to work productively in an unstructured environment with frequent interruptions
- Effective communication skills
- Desire to live in community setting
- Record keeping skills
- Ability to lift heavy boxes and climb stairs daily

The ideal candidate will be capable of articulating the connections between faith/religion and the work to provide a world of greater food security.

Qualifications:

College degree, non-profit and/or urban farming experience preferred.

Compensation:

RMM's Food Justice Coordinator is a part-time staff position (required 15 hours per week on average) compensated primarily or in whole through rent-free housing (which includes private furnished room; common kitchen, den/dining space, shower & bathroom; use of common rooftop space; cable television & wireless internet; and all general utilities) at Metro Baptist Church in midtown Manhattan NYC.

To apply:

Please send a cover letter and resume via email to Tiffany Triplett Henkel at thenkel@mbcnyc.org. Target start date is late December 2016 or January 2017.

For more information about Rauschenbusch Metro Ministries and Metro Baptist Church, please visit our websites at www.rmmnyc.org and www.mbcnyc.org.