

May 19, 2008

BorderLinks Job Description

Job Title: Sustainable Food Program Organizer

Department: Education

Reports to: Delegations Associate

Status: Salaried, part-time, non-exempt, 32 hours/week

Scope of Position: under the supervision of the Education Associate, the Sustainable Food Program Organizer is responsible for all coordinating and managing all aspects of the Sustainable Food Program. This person is expected to work cooperatively as a member of the BorderLinks team.

Job Responsibilities:

Delegations Support

1. Plan and prepare meals for delegations
2. Coordinate with delegation organizers about when and how many meals need to be ready and adjusting for special dietary needs (i.e. - vegan, allergies, etc.)
3. Develop and present educational materials on food sustainability issues
4. Support Delegations staff in development of sustainability-focused trips

Food Acquisition and Kitchen Maintenance

1. Acquire foods from a variety of appropriate vendors
2. Store food appropriately, assuring that no food goes to waste
3. Supervise the maintenance of the garden with the help of volunteers
4. Maintain a safe, clean, smoothly working and organized kitchen and dining room

Administration

1. Keep records documenting:
 - a. vendors and all records of food purchases
 - b. per person and per meal costs
2. Prepare program reports and evaluations
3. Other duties as requested

Qualifications

1. Strong commitment to the mission of BorderLinks and the values and practices of the Sustainable Food Program
2. Facility with food preparation using local, seasonal produce to develop vegetarian and vegan foods
3. Knowledgeable about issues dealing with nutrition and food related health
4. Knowledgeable about conventional vs. organic gardening practices
5. Ability to speak to groups in an engaging way
6. Articulate and informed on sustainable food and related issues
7. Ability to drive a car; must possess a valid driver's license
8. Ability to lift 10-20 pounds
9. Positive attitude and good people skills
10. Ability to be flexible both with schedule and co-workers

Work Environment:

The Sustainable Food Program Organizer works 32 hours per week. The hours for this position are determined by the schedule of Delegations trips, so will vary from week to week. Staff may be required to attend off-site meetings and may be required to travel to Nogales, Sonora in the course of business. Working in the garden during the certain months in Arizona is quite hot.

Evaluation Schedule:

The Education Associate will evaluate the performance of the Sustainable Food Program Organizer after the first 3 months of employment. Thereafter, staff performance evaluations are conducted during the annual evaluation process in May-June of each year.