



### **Career Opportunity:**

Organization: City Harvest of New York  
Title: Project Director – Food & Fitness  
Department: Program Development  
Report to: Director - Policy and Government Relations  
Location: New York, NY  
Position Available: Immediately  
Application Deadline: Until Filled

*Now serving New York City for 25 years, City Harvest is the world's first and New York's only food rescue organization, dedicated to feeding the city's hungry men, women and children. This year, City Harvest will collect over 25 million pounds of excess food from all segments of the food industry, including restaurants, grocers, corporate cafeterias, manufacturers, and farms. This food is then delivered free of charge to nearly 600 community programs throughout New York City using a fleet of trucks and bikes as well as volunteers on foot. Each week, City Harvest helps over 260,000 hungry New Yorkers find their next meal.*

*City Harvest also addresses hunger's underlying causes by educating individuals, families and communities in the prevention of diet-related diseases, channeling a greater amount of local farm food into high-need areas, enhancing the ability of our agency partners to feed hungry men, women, and children, and supporting affordable access to nutritious food in low-income communities.*

As one of three co-conveners for the New York City Food and Fitness Partnership, City Harvest is seeking an energetic, motivated and organized leader to serve as the Project Director for a large scale community-driven initiative that will support communities where everyone – especially the most vulnerable children – has access to good food and opportunities to be physically active and play. The NYC Food & Fitness Partnership is a citywide collaboration focused on implementing a comprehensive Community Action Plan to carry out the vision of making healthy eating and active living the easy choices. The two other co-conveners are Brooklyn Rescue Mission and Transportation Alternatives. The Partnership is one of nine communities in the U.S. working on this initiative.

For the past two and half years, organizations from government, non-profits, philanthropy, and communities, as well as community residents and youth have organized to support a collective vision and approach toward achieving this vision. We are now poised to advance specific policy and system changes following the specific priorities and objectives we have set. To be most effective, the partnership has identified specific strategies that provide focus for the project, and the ability to produce measurable change. All activities cascade into policy and system changes for all of NYC along with concentrated effort, including demonstration projects, in Brooklyn. Youth engagement is embedded within each strategy, along with an emphasis of diverse community involvement. The purpose of this work – focusing in Central Brooklyn while also benefiting all of NYC—is to enable vulnerable children, their families and the community around them to have increased opportunities for healthy food and active living both in school and

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in the greater community through a participatory process of policy and system change where all voices are heard and youth are actively involved throughout.

The Project Director will be located in the City Harvest office and report to the Director of Policy and Government Relations at City Harvest.

### **Key Responsibilities:**

1. Serve as the main contact person/liaison among co-conveners, community leaders, steering committee, staff and remaining partners
2. Daily management of implementation plan to ensure goals, objectives, milestones are meant according to established timeline
3. Lead and strategize on implementation plan with the co-conveners
4. Serve as an articulate and confident spokesperson for the Partnership
5. Recruit and develop relationships with community leaders/members and agencies, organizations/institutions, and business leaders to ensure active and meaningful engagement
6. Convene, prepare and facilitate meetings
7. Synthesize meeting notes and written reports in a format and language that is easily understood
8. Write proposals in response to funding opportunities that complement the Partnership's work
9. Engage diverse partners from agencies, community, government, business and determines how best to utilize the partnership by making it mutually beneficial for the project and the partners
10. Participate actively in governance structure for Partnership
11. Communicate with TAP Team members for input suggestions to ensure the project continues to use recommended community engagement/youth strategies, policy/system prioritization strategies

### **Hours of Work:**

Hours: Monday - Friday, 9am – 5pm  
Evenings and weekends as necessary, ability to travel within and outside of NYC

### **Requirements:**

1. Masters Degree in Public Health, business administration, social work, health policy or related field (relevant work experience will be considered in place of a Masters Degree)
2. Strong facilitation, leadership and proven project management skills
3. Proven ability to engage diverse groups of people around common issues.
4. Familiarity with either food or active living advocacy and with New York City neighborhoods and government.
5. At minimum five to seven years of work experience, with at least two years in a leadership position within an organization.

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### **Critical Skills:**

1. Strong leadership skills with at least two years experience working on large-scale urban community-based participatory initiatives;
2. Strong project management skills
3. Strong communication skills, including oral presentation, interpersonal and written skills
4. Proven track record of writing grants and proposals
5. Experience and ability to manage multiple task and meeting competing deadlines
6. Budget management and reporting
7. Understanding and respect for multi-cultural communities; tactful and respectful of diverging opinions
8. Strong negotiation skills to foster collaborations/partnerships
9. Deep understanding and experience of NYC demographics, politics, systems, and geography
10. Competencies in food policy, active living, public health, economic development and/or health policy constructs and/or methodologies strongly desired

At City Harvest, we enjoy working in a team-based environment and value the benefits of a diversified workplace. Women, people of color, and other underrepresented minorities are strongly encouraged to apply. City Harvest is an equal employment opportunity employer and does not discriminate based on age, citizenship, color, creed, physical or mental disability, ethnicity, family responsibilities, gender identity and expression, sexual orientation, marital status, race, religion, veteran status or other unlawful factors with respect to employment. City Harvest is committed to the maintenance of a drug-free workplace and ensuring compliance with the Drug-Free Workplace Act of 1988.

To apply, please submit your resume/CV, cover letter to: [hr@cityharvest.org](mailto:hr@cityharvest.org). Resumes without a cover letter will not be considered. Please include Project Director, Food & Fitness in the subject line. Qualified candidates will be contacted by phone and/or email. Please, no phone calls.

By mail:  
City Harvest, Inc.  
575 8<sup>th</sup> Avenue – 4<sup>th</sup> Floor  
Human Resources Department  
New York, NY 10018

by email:  
[hr@cityharvest.org](mailto:hr@cityharvest.org)