

## **BOSTON FOOD JUSTICE YOUNG ADULT VOLUNTEER PROGRAM SITE COORDINATOR POSITION – JOB DESCRIPTION**

### **PROGRAM DESCRIPTION**

The BFJYAV Program is a ministry of the Presbytery of Boston, affiliated with the Presbyterian Church (USA)'s Young Adult Volunteer Program. The Boston Program gives young adults (18-30) a yearlong experience living together in intentional Christian community and engaging in the mission of Presbytery congregations to secure healthy and sustainable food for all people. The Program cultivates spiritual growth, vocational discernment, leadership development and social and congregational transformation in the volunteers and in the communities they serve.

### **SITE COORDINATOR - PART TIME**

#### **PURPOSE OF THE POSITION**

Interprets and carries out the vision and ministry of the YAV program locally and nationally. Implements and promotes the Boston Presbytery YAV program overall; serves as point person and support for all volunteer, site and program needs. As the program grows there is the potential for this role to expand beyond the current part time (20 hours per week) position

#### **DUTIES AND RESPONSIBILITIES**

- Serves as principal liaison to other national and international YAV programs and PCUSA national office
- Reports regularly to local YAV Advisory Board and cooperates with Board members on various aspects of the program such as site applications
- Recruits and coordinates church/nonprofit site placements
- Recruits volunteers at local colleges etc. screens, interviews and selects candidates according to established PCUSA procedure for the YAV program.
- Coordinates housing and household set up for YAVs
- Coordinates and evaluates YAV placements in church/agency partnerships
- Facilitates initial national and local YAV orientations
- Supports YAVs through training and guidance during their service year and through regular site visits for consultation and communication with YAVs and supervisors
- Works with YAV Chaplain to plan regular YAV gatherings and retreats
- In concert with YAV Chaplain, encourages YAVs' growth in leadership, spiritual maturity, intentional community and vocational discernment
- Works with the Board on annual budget development and fundraising activities
- Works with the Presbytery of Boston Treasurer and Board to monitor budget donations and expenses. Tracks program line items and sends quarterly bills to work site partners
- Develops promotional materials about the YAV program in conjunction with the national office. Supervises YAV input to website and social media and presentation planning. Available for speaking engagements

#### **RELATIONSHIPS AND ROLES**

- Reports to Board, which evaluates and recommends any needed changes and offers programmatic support
- Develops a wide range of relationships at the national YAV program level, in the Boston Presbytery, with the YAVs and their supervisors, within churches, with site partner organizations, and with other potential ecumenical partners and sites. Some travel to attend national meetings required

#### SKILLS AND QUALIFICATIONS

- Mature Christian faith
- Bachelor's degree
- Experience working with young adults in leadership and spiritual development
- Experience and education in food sustainability and food security issues
- Experience in project management and conflict resolution
- Knowledge of the structure and governance of the PCUSA preferred
- Strong organizational and writing skills
- Reliability, maturity, imagination and commitment to working with young adults in faith communities

#### TERMS

- 20 hours per week. Annual contract renewal. Current annual salary \$22,880
- Vacation, sick leave and paid holidays provided per Presbytery of Boston policy
- Dedicated computer, cell phone, internet service, supply budget provided

**For more information or to apply please contact:**

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