



**No Boundaries Coalition  
Director of Food Justice  
Job Opening**

**Background:**

The No Boundaries Coalition is a resident-led advocacy organization building an empowered Central West Baltimore across the boundaries of race, class and neighborhood. We mobilize residents from seven (7) 21217 neighborhoods to improve public safety, increase police accountability, increase access to healthy foods, increase opportunities for young people and increase voter turnout.

One of the many ways Central West Baltimore residents experience systemic inequity is in the food environment. In 2015, The No Boundaries Coalition found that for every place residents could buy fresh produce in 21217 there were ten (10) places residents could buy hard alcohol.

No Boundaries Coalition has been tackling Food Justice since 2014, when Central West Baltimore residents first made their voices heard and declared that their community's food environment was of the poorest quality. At that time, Central West Baltimore was found to have 10 liquor stores for every 1 retailer offering fresh food. Not only was the environment poor, it continued to be a major contributing factor to the chronic health disparities that existed in Central West Baltimore. In January 2016, Sandtown/Upton lost 1 of its last grocery retailers, a small supermarket located inside of the Avenue Market, that served over 5 communities. In February of 2016, the No Boundaries Coalition opened "Fresh at the Avenue", a community run produce stall in the Avenue Market. Fresh at the Avenue serves Central West Baltimore with a variety of fresh and organic fruits and vegetables at low prices. We sell produce from two local 21217 urban farms. SNAP(EBT) customers receive discounts.

In 2019, we launched the Fresh Operations Management Internship for youth ages 18-24 to learn employable skills related to food safety, management, and entrepreneurship including a ServSafe Certification prior to program completion. In the summer of 2020, as a result of the coronavirus pandemic, the Avenue market closed, halting operations for FATA. No Boundaries Coalition sprang into action and established the Central West Baltimore Buying Club. In order to continue to provide access to quality fresh produce in our community, the buying club has established a community-powered grocery delivery service. After completing a pilot program that served 10 households, the buying club was opened for general membership. We have organized youth-led healthy eating demonstrations, hosted an annual anniversary party, and hosted an annual "Sip n Sauté" fundraising event, offering a gourmet cooking class sourced primarily from Fresh's inventory. Our robust food justice program is changing the food environment and healthy outcomes for residents in 21217.

**Duties include, but are not limited to:**

**Administrative**

- Create, maintain and oversee program strategy in accordance with the organization's strategic plan.
- Supervise program staff, contractors, interns and volunteers.

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- Reply to general phone, email and social media inquiries
- Maintain, review and update all program websites and databases including but not limited to ShopHero, Clover, volunteer management tools & the No Boundaries website.

### **Data Collection and Tracking**

- Maintain accurate records and prepare reports related to programs and activities
- Assist with grant applications and reports
- Prepare weekly check requests for program spending
- Review monthly expense reports and insure appropriate grant spenddown.
- Perform minor bookkeeping tasks including submitting invoices & receipts.

### **Membership Management**

- Evaluate and review NBC Community Engagement activities to provide enhancements and improve resident participation and effectiveness
- Identify and assist in building lasting and reciprocal relationships with potential community partners
- Coordinate with partner organizations, city agencies and elected officials on upcoming community engagement efforts and priorities
- Distribute information and literature to residents.

### **Event Support**

- Staff and support planning and coordination of program and Coalition events and activities
- Manage program updates to organization's website and social media accounts

### **Health & Food Justice Initiatives**

- Increase food access in Central West Baltimore through policy advocacy, leadership development, economic development, nutrition education and produce distribution.
- Work with corner store owners, vendors, Baltimore City Health Department, other partners and coalition staff to maintain and expand healthy food sourcing programs in Central West Baltimore.
- Oversee the Fresh at the Avenue weekly produce market including volunteer management, ordering, inventory, marketing and promotion, and accounting.
- Identify, meet with, recruiting and developing Central West Baltimore residents to become food access advocates.
- Work with existing partners including the Baltimore Public Markets Corporation and Baltimore Development Corporation to bring more healthy food vendors to 21217.
- Support local food entrepreneurs in 21217 in ways such as creating consignment opportunities, including locally sourced items to our online product inventory and providing opportunities for teaching and learning within the confines of our programs.
- Oversee grants including tracking, reporting and maintaining relationships with partners and funders.

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- Seek new funding to support the Health and Food Justice program and support The Coalition's other grassroots fundraising initiatives.
- Measure and collect program data for evaluation.
- Work as an effective and supportive teammate for all cross-program activities.

### **Outreach**

- Maintaining and growing partnerships with health organizations, hospitals, and educational institutions to bring more health resources and education opportunities to Central West Baltimore.
- Coordinate the distribution of a communications campaign about healthy eating in Central West Baltimore.
- Representing NBC Health and Food Justice work at panels, conferences, and forums.
- Attend community meetings, seek media opportunities and events to promote the Health and Food Justice work of NBC

### **Minimum Qualifications:**

- 3-4 years of relevant work experience in community organizing or program development.
- Excellent time-management and organizational skills
- Must have supervisory experience
- Must have a valid driver's license and reliable transportation.
- Knowledge of and background in West Baltimore communities.
- Grant writing and tracking experience.
- Ability to work as part of a team and independently.
- Self motivated and reliable.
- Experience with volunteer management.

### **Preferred Qualifications:**

- Regular access to a personal vehicle strongly preferred
- A resident of Central West Baltimore
- A college graduate
- Have community organizing experience
- Experience in food systems and/or nutrition education.

### **Compensation:**

This is a full time position with health benefits. Salary range \$48,000-\$60,000 annually based on experience.

### **To Apply:**

Send resume, cover letter and three references to No Boundaries Coalition at [info@noboundariescoalition.com](mailto:info@noboundariescoalition.com). Qualified applicants will be interviewed on a rolling basis and the position will remain open until filled. All applications will be kept confidential.

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