

JOB POSTING: First Nations Kitchen Program Director

February 2019

Organization description:

First Nations Kitchen is an outreach ministry of All Saints Indian Mission, a historic Native faith community in the Episcopal Church in Minnesota. First Nations Kitchen (FNK) has been serving a Sunday dinner for the last ten years to both the Native community and to the larger South Minneapolis community. We use both Indigenous and organic foods in our meals ever leaning toward our Indigenous ancestral diet. FNK shares both the Native and Christian tenet that all are welcome and all are fed.

Position Summary:

The Program Director for First Nations Kitchen will be responsible for organizing the consistent, high quality operation of the program in a way that centers Native experience, decision-making and leadership. Through thoughtful partnership and financial development, the Program Director may also explore opportunities for growth and expansion. Specific duties include:

1. Establish and maintain mutual relationships with partner organizations
2. Recruit, schedule, train and coach all volunteers and interns
3. Manage volunteer crews on Sundays 1-7:30pm in absence of volunteer floor managers
4. Strive to create and maintain an atmosphere of welcome, safety and invitation
5. Co-design and implement fundraising strategy, including co-organizing annual fundraiser
6. Manage one time and monthly giving online platforms (square, mightycause) and solicit donations
7. Coordinate and contribute to website content, quarterly newsletters and annual reports
8. Act as primary liaison to All Saints Indian Mission, and as primary contact for all major stakeholders
9. Support program operations; coordinate volunteers for cleaning and small repairs / maintenance as needed; coordinate bulk orders and donations according to inventory needs
10. Manage shared Google Drive and Files, including volunteer and partner databases
11. Attend and co-facilitate weekly operations team meeting

Required Qualifications and Experience:

- Strong ties to Native community, and comfort working with people of all faiths & compassionate practices, races & ethnicities, genders & orientations, abilities, incomes and life experiences.
- Commitment to Social, Environmental and Food Justice and FNK's mission of radical hospitality
- 2+ years experience in one or more of the following areas: program management, nonprofit management, volunteer coordination, team leadership, organizing, development/fundraising
- Organized and detail oriented with demonstrated ability to work independently and efficiently on multiple projects
- Interpersonal skills and leadership experience with ability to collaborate across lines of difference
- High-level oral and written communication skills
- Proficient computer skills (experience with Google products, POS, wordpress & social media a plus)
- Experience working in restaurant industry or on membership campaigns a plus
- Must pass a criminal history and reference check prior to acceptance

Hours and Compensation: \$20/hour, half time regular employee position at 20 hours/week. Flexible work schedule except during program hours, Sundays from 1-7:30pm.

To Apply: Please send resume, cover letter, and two references to Rev. Robert Two Bulls (robert.tb@episcopalmn.org) and Interim Program Director, Beth Wagner (director@firstnationskitchen.org)
by **March 21st**