

# DRIVE CHANGE

## WHO WE ARE

Drive Change is a for impact organization of hospitality veterans working to create systemic change and sustainable impact through unapologetically reimagining what's possible for our industry.

## VALUES:

**Education:** I am committed to my own growth and education. I commit to learning about the issues, systems, historical and current, that affect the food system and American Legal System.

**Innovation:** I continually look for ways to approach our work through innovation and creativity. I bring new ideas, question the status quo and am committed to being part of the solution.

**Hospitality:** I approach all members of our DC community with care, empathy and a desire to connect and meet them where they are at.

**Courage:** I am committed to taking action in order to center equity and justice in our work and collective mission.

**Collective Accountability:** I give and ask for feedback consistently and with an open mind. I understand that feedback is a gift and investment in personal and professional growth. I hold myself and others accountable to our values.

To learn more, visit <https://www.drivechangenyc.org>

## About the Fellowship & Alumni Coordinator Position

The Fellowship & Alumni Coordinator is the organizational expert of the Fellowship Program and comes with a proactive and forward thinking mind. You are also the main point person for fellows and alumni since you will have daily contact with fellows and scheduled contact with alumni. You are key support to our Fellowship team in order to ensure that the program runs smoothly, and that fellows have a robust experience and feel cared for from interview to placement. It requires a range of knowledge and skills in organizational procedures, facilitation and the ability to consistently be a few steps ahead. Your commitment to the seamless organization and scheduling, from recruiting through job placement, is the keystone to the program.

It is through your support that the fellowship team will be able to continue to improve the Fellowship Program and Drive Change can continue to grow.

## **Key Responsibilities:**

### ***Manage and Schedule the recruiting, application and interview process for Fellowship Cohorts***

- Ensure presence at Community Based Organizations (CBOs) and partner organizations in order to continuously increase the candidate pool both in quantity and quality
- Organize, prepare and disseminate materials needed for online and in-person recruiting
- Organize and lead interview process from start to finish while communicating needs consistently with the Fellowship and admin teams
- Prepare and organize interview materials needed and maintain records of all applications, interview schedules and team notes
- Prepare materials for the onboarding process for each cohort of fellows with support from the admin team

### ***Manage the day-to-day scheduling of Fellowship programming including facilitators and external consultants/organizations***

- Collaborate and communicate with the Director of Education & Culinary Innovation to understand the vision for the facilitation of curriculum
- With the support from the Director of Education & Culinary Innovation, create workshops that teach skills that include professional email writing, resume building and interview preparation
- Lead coaching conversations with support from the Director of Education & Culinary Innovation designed to help foster curiosity, confidence and critical thinking
- Manage the daily schedule of workshops and external Fellowship facilitators with an eye for detail, always planning weeks in advance
- Ensure all facilitators have what is needed in order to be prepared (materials printed, A/V equipment, zoom links, etc)
- Keep Fellowship team updated on changes to the schedule or gaps that need adjusting
- Schedule field trips and necessary transportation for the team

### ***Ensure the efficient day-to-day preparation of workshops, materials and space for the Fellowship***

- Maintain a checklist and inventory of items needed for Fellowship cohorts including tools, books, printed materials, curriculum etc.
- Place orders as needed while staying within the allocated program budget
- Ensure general upkeep of the Fellowship classroom space with support from the fellows

### ***Ensure preparation, collaboration and follow up for all Fellowship Events including Food Empowerment***

- Collaborate with the Culinary and Fellowship team to create Run-of-Show Checklists for event execution

- Organize assets before and after event
- Schedule fellows and alumni for events
- Organize data retrieved from events and communicate information to the team
- Draft emails for distribution after events

***Manage the trail schedule of fellows at HSJ Partner Businesses***

- Collaborate with the HSJ team to understand job trail opportunities at partner businesses
- Manage and maintain an updated schedule of fellow trails
- Communicate clearly with fellows about trail time, location and required attire and tools
- Follow up with partner businesses for trail feedback and information

***Maintain and communicate a robust list of job opportunities for alumni with assistance from Peer Navigator***

- Collaborate with the HSJ team to understand job opportunities at partner businesses
- Collaborate with Director of Education & Culinary Innovation to maintain a list of job opportunities at external organizations
- Work closely with Peer Navigator to communicate bi-weekly with alumni sharing DC events and external job opportunities
- Manage and maintain record of all placement of fellows and alumni

***Create and Execute Alumni Events and Fellow Facilitation***

- Create opportunities and events for Alumni to consistently engage with the DC community
- Execute events that support the mission of Drive Change and offer paid opportunities to alumni
- Engage Alumni to facilitate workshops within the fellowship for new cohorts

**Skills & Attributes needed:**

- An education and background in social work
- Excellent communication and interpersonal skills
- Outstanding organizational skills
- Strong writing, research and problem solving skills
- Advanced computer skills (Outlook, Excel, PowerPoint, Google Suite, ideally artistic design tools as well, such as Canva)
- A "No task is too big or too small" mentality and positive attitude
- Demonstrated ability for thoroughness, attention to detail, and good judgment
- Ability to manage multiple (sometimes even conflicting) priorities
- Belief that systems design is at the core of strong organizational impact
- Facilitation experience and comfort in front of a classroom
- Willingness and readiness for working with an early stage, small company
- Passionate about food, reimagining criminal justice, and building ethical food systems