



## Friday Night Supper Program

351 Boylston Street, Boston, MA 02116

Tel: 617-221-6402

[www.fridaynightsupper.org](http://www.fridaynightsupper.org)  
[giving@fridaynightsupper.org](mailto:giving@fridaynightsupper.org)

The [Friday Night Supper Program](http://www.fridaynightsupper.org) (FNSP) provides a warm, nutritious meal in a dignified environment to anyone who wants one every Friday night at the Arlington Street Church in Boston. As the longest running supper program in Boston, FNSP has served its guests through power outages, blizzards, and pandemics. We haven't missed a Friday since our inception in 1984! We have an exciting opportunity for an established or aspiring nonprofit leader to join our team as the new Program Director.

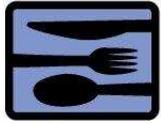
As the Program Director at FNSP, you'll lead a team of 2 part-time staff and numerous volunteers to ensure that we continue to provide consistent, quality programming to our community members and dinner guests. This is a part-time position (20-25 hours/week) that works very closely with the Board of Directors and reports into the Board Chair. This is a great opportunity for a graduate student interested in nonprofit management or a professional looking for a fulfilling part-time opportunity!

In your first month you will...

- Oversee all aspects of daily operations for FNSP, including:
  - Supervising and collaborating with the Kitchen Manager to conduct monthly healthy meal planning and to maintain adequate food and supply inventory
  - Maintaining the cleanliness of FNSP kitchen and facilities, ensuring that Board of Health standards for food service operations are consistently met
  - Coordinating weekly food pick-ups as necessary
  - Supervising the Program Coordinator to manage clothing inventory, and cross-training them in program operations so that they can provide coverage for the Program Director and Kitchen Manager when needed
  - Recruiting, scheduling, training, and leading all volunteers
  - Managing our contracted security officer and ensuring a security presence during the hours of program operations to create a safe environment for our guests, staff, and volunteers
- Develop strong working relationships and build trust with the staff, board of directors, volunteers, guests, and community partners and collaborate effectively with all of our stakeholders to deliver quality programming
- In collaboration with our Development Director, manage FNSP's social media pages (Facebook, Instagram, LinkedIn) by posting content that builds community engagement

In your first 3 months you will...

- Provide weekly status updates to the Board Chair and attend monthly Board meetings to surface challenges that require attention and opportunities for improvements to FNSP's programming
- Maintain accurate financial records of all income and expenditures, and work with our accountant to generate monthly financial statements and ensure the submission of annual state and federal reports
- Deepen your partnerships with community groups and organizations to drive volunteer recruitment and engagement, and to represent FNSP and its mission to the public



**FRIDAY NIGHT** SINCE 1984  
**SUPPER PROGRAM**

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- Support the Board of Directors and Development Director in planning and executing special events that advance the mission of FNSP, including the annual gala and volunteer appreciation events
- Collaborate with the Development Director to provide expertise on the program and volunteers that can be used to solicit grants and support other fundraising activities

To be successful in this role...

- You genuinely care about the wellbeing of others and have a strong desire to assist those in need and give back to the community
- You gauge your success in measurable positive impact (not in how much you check off the to do list) and know how to ruthlessly prioritize
- You are known for your ability to create inclusive environments that foster trust and compassion, and you know how to bring that out in others
- You thrive in a fast-paced environment, know how to be flexible, and love to think on your feet
- You're a self-starter who knows how to delegate to get things done effectively and efficiently
- You have strong communication skills and know how to flex your approach to different audiences and stakeholders
- You've had previous experience with people and program management, and ideally, you're familiar with hunger-related issues and the soup kitchen environment
- You are available to be on-site at Arlington Street Church every Friday from 12-8pm (with the exception of 4 pre-arranged Fridays off) and can lift up to 25 pounds

**This is a part-time position requiring approximately 20-25 hours/week.** This is a hybrid role, and the Program Director is required to be on-site every Friday from 12-8pm, and the rest of the work can be done remotely. Pay is commensurate with experience, **starting** at \$25/hour.

To Apply: Please email your resume and a short note sharing why you are interested in this position to [hiring@fridaynightsupper.org](mailto:hiring@fridaynightsupper.org). We will confirm receipt of your application via email and begin reviewing applications immediately.

To learn more about FNSP, please visit [www.fridaynightsupper.org](http://www.fridaynightsupper.org).

***Friday Night Supper Program is an equal opportunity employer committed to workforce diversity and hiring people with diverse life experiences. Survivors, people who are bilingual/bicultural, persons of color, people with disabilities, and LGBTQIA+ people are strongly encouraged to apply.***