



DIRECTOR OF PROGRAMS

ABOUT ROOT

Root is a nonprofit social enterprise with a mission to help young adults create a pathway to independence through foodservice training and employment. Root focuses on the food service industry as it is permeable and accessible for individuals with varying education levels and backgrounds. By developing essential life and work readiness skills, youth leave Root prepared for success in the workplace. Started in 2017 and based in Salem, MA, Root serves youth aged 16-26 from cities and towns north of Boston. Through an emphasis on culinary training and targeted life-skills development, Root has built a Culinary Training Program and an Alumni Employment Program that support multiple social enterprises, including a Community Catering initiative to address local food insecurity. To learn more about Root, please visit: www.rootns.org.

In 2020, Root developed our organizational core values:

- **Youth-First is our “North Star”.** As an organization and as a team, Root leads with the interests of youth in our programs and our enterprises. In order to prioritize young people, we create opportunities for youth to influence our work and their experience.
- **Hands-on Skill Development Differentiates Our Graduates & Empowers Them.** We believe hands-on skill development is the most effective approach to job training. Providing youth with practical tools through our enterprises empowers them in the face of systemic marginalization.
- **Team Transcends Individual and Collaboration Leverages our Individual Efforts.** By working together and with our partners, we believe we serve youth and Root’s mission most effectively.
- **Diversity and Inclusion Strengthens Us.** We acknowledge, respect, and embrace the differences within one another and the communities we serve.
- **Big success is a series of small wins.** We meet youth where they are and celebrate their individual victories as steps on their path to success.

The youth and communities served by Root are diverse, and we aspire to reflect that diversity in our staff. Root strives to have the most diverse applicant pool possible; to that end, we encourage individuals of all backgrounds to apply for any position at Root. By fostering a diverse and inclusive environment, we seek to provide the best training experience and employment environment for Root Trainees and alumni, and ensure they are prepared to succeed in the 21st century workplace.

Root’s policy is to provide equal employment opportunities without regard to race, color, age, physical or mental disability, religion, national origins, marital status, sex, pregnancy or pregnancy-related conditions, sexual orientation, gender identity, genetic information, ancestry, political belief or activity, status as a veteran, military service, application for military service, or any other status protected by applicable law. This policy applies to all areas of employment, including recruitment, hiring, training and development, promotion, transfer, termination, layoff compensation benefits, social and recreational programs, and all other conditions and privileges of employment in accordance with applicable federal, state, and local laws.

THE OPPORTUNITY

Root is looking for our next Director of Programs to lead a growing culinary training and employment team. The primary responsibility of the Director is to provide the vision and leadership of Root's Culinary Training and Alumni Employment programs, including execution, recruitment, curriculum, advising, partnership development, and a commitment to continuous improvement and ongoing evaluation. This role will require experience in youth development, experience working with youth from diverse backgrounds, a track record of management, and a commitment to expanding opportunities through an experiential education model. The Director will be responsible for leading the program team to maintain a strength-based approach to supporting young adults within a positive culture. This position reports to the Executive Director.

AREAS OF RESPONSIBILITY

LEADERSHIP AND ORGANIZATIONAL MANAGEMENT (15%)

- Participate as a member of Root's leadership team, helping to inform and guide Root's continued growth and impact through our mission and values
- Serve as a thought partner and collaborator to colleagues across the organization, helping to center the trainees, alumni, and training programs in all strategies and activities
- Lead the development and management of the program budget. Support organizational fundraising efforts by presenting the program to funders, participate in fundraising events, coordinating trainee and alumni participation in annual events
- Author and prepare program reports and presentations for the Executive Director, funders, and the Board as needed; serve as a staff leader and liaison to the Board Program Committee for quarterly meetings; and contribute to the management of the Chef Advisory Council

PROGRAM TEAM MANAGEMENT (15%)

- Provide program staff with day-to-day supervision and support necessary for them to implement the Culinary Training and Alumni Employment Programs using best practices, providing feedback, coaching, and leadership; lead any necessary program team hiring
- Identify professional development opportunities for youth and program staff that will increase competency and confidence in their work.
- Lead the setting of annual program team goal-setting and structure and oversee the collection and reporting of programmatic data, including trainee demographics, retention, assessments, feedback, and post-Root progress utilizing the Apricot database.

PROGRAM RECRUITMENT AND PARTNERSHIP DEVELOPMENT (20%)

- Maintain and continue to build out the partnership database to guide and monitor the strategic relationships necessary (with nonprofits, government agencies, CBOs, school districts, etc.) for effective program recruitment, necessary trainee referrals, redirection opportunities for non-accepted applicants, and targeted and relevant alumni support.
- Continue to build and strengthen strategic recruitment efforts to ensure Root meets program enrollment and participation goals.
- Plan and execute onsite tours, cooking demos, Q&As, activities and participate in off-site recruitment activities such as Career Fairs, school visits, and referral partner staff meetings
- Coordinate the application, interview, and selection process for the Culinary Training Program, involving the program team throughout the process, ensuring all feedback is saved, and revising the process as necessary to ensure students who are accepted will be able to succeed in the program as designed.
- Ensure that all youth are properly enrolled in the program, data is updated in Apricot, Welcome Packet paperwork is completed and filed, and financial and supporting documents are submitted to the Finance department prior to the start of the 14-week program

PROGRAM DEVELOPMENT AND DIRECT YOUTH SUPPORT (30%)

Culinary Training Program:

- In collaboration with the program team, plan for and structure the Culinary Training Program, refining and improving the curriculum as needed by reflecting on workshops and student assessments during and after each cohort, and soliciting and examining stakeholders' feedback.
- Work with the program team to establish a trainee advising plan for each cohort; serve as an advisor for 8-10 youth during each 14-week program, ensuring all data is faithfully collected and tracked in Apricot so that relevant reports built for program improvement can be pulled and analyzed readily.

Alumni Employment Program (aka Community Kitchen)

- Continue to build out the structure and scaffolding of the Alumni Employment Program to ensure continued personal and professional development of participants
- Work with the program team to oversee recruiting, interviewing, hiring, and onboarding of new Community Kitchen members and make sure participation, engagement, and ongoing skill development is appropriately tracked in Apricot.

ALUMNI ENGAGEMENT AND SUPPORT (20%)

- Work with program team to maintain relationships with Root's alumni base and continue to develop and implement the necessary structure to ensure the implementation of Root's alumni services in order to assist graduates in their educational and workforce endeavors for a full year post-graduation
- Work with program team to develop continued culinary and non-culinary skill development for Root alumni, soliciting partnership with and from North Shore workforce readiness and job training programs, Root restaurant partners, Root referral partners, and other employment pathways and partners outside of the culinary sector

EXPERIENCE AND QUALIFICATIONS

- 7+ years of experience providing direct services to young people with at least two years of experience in a management role in an organization that provides direct services to youth
- Ability to articulate Root's vision in preparing youth for adulthood—from social, economic, cultural and personal perspectives—to partners, funders and the community
- Cultural competency and understanding of systematic marginalization; preference for candidates with lived experience that relates to Root trainees; demonstrated commitment to youth leadership and empowerment; and ability to work sensitively and effectively with young people
- Highly positive and enthusiastic style capable of motivating others; relationship management skills and experience in fostering a team approach to youth development and creating collaboration among partner organizations in youth development
- Excellent project management and planning skills; strong problem solving, analytical, and creative thinking skills
- Excellent interpersonal skills and demonstrates experience in creating collaborative relationships or coalitions with community organizations and/or public agencies
- Team player with excellent sense of humor and the ability to stay calm and look for solutions when things don't go according to plan
- Excellent public speaking, listening, and written communication skills
- Driver's license required; local travel sometimes required
- Evenings and weekend hours sometimes required

SALARY AND BENEFITS

The salary for this position is \$85,000 and includes benefits (medical and dental insurance, PTO, parking, etc.). This full time position must be performed on-site at Root's facility in Salem, MA.

TO APPLY

Please send a resume and cover letter outlining how your experience and background meet the requirements of this role to Allison Caffrey (acaffrey@rootns.org). Please include your pronouns. We hope to fill this position urgently and interested candidates are encouraged to apply as soon as possible. Applications will be reviewed on a rolling basis.