



AQUIDNECK
COMMUNITY
TABLE

Project Manager

About Aquidneck Community Table

Aquidneck Community Table (ACT) is a 501c3 community-based organization committed to building a resilient and equitable food system in Newport County. Our programs promote healthier communities and families by teaching people how to grow healthy food and reduce food waste; connecting people to local foods, farmers, and makers; and addressing food-access inequities. ACT operates year-round farmers markets featuring dozens of vendors offering an array of local foods and beverages, and hand-crafted goods. ACT also manages six urban gardens, including community gardens and school gardens, in Newport and a community farm in Middletown. ACT works with diverse partners across the state to advocate for, and work toward, a stronger food system that supports all Rhode Islanders. More information about ACT can be found at aquidneckcommunitytable.org

As part of ACT's work under a three-year federal grant to expand composting education and services in Newport, the organization is seeking a motivated project manager to lead program development and stakeholder relations. This grant-funded position will oversee ACT's scope of work under the \$18.7M '[From Food Waste to Opportunity](#)' project, which aims to markedly reduce food waste in Rhode Island. The Project Manager will work closely with the Rhode Island Food Policy Council and other grant partners to ensure overall project success.

Location of Position: Newport, Rhode Island

Duration of Position: Subject to grant funding; a minimum three-year engagement period

Annual Salary: \$50,000

Benefits: A competitive benefits package is offered, inclusive of health/dental coverage, flexible work schedule and generous paid time off.

Work Environment: ACT's office is based in Newport, RI. A hybrid work schedule is available. Most work will take place on Aquidneck Island. Some travel may be necessary. In-office and field hours are expected.

Position Summary:

This position will be hosted at ACT and will report to the Program Director. The Project Manager will work in close collaboration with other ACT staff members, volunteers, school administrators, students, and teachers, and project partners across the state.

A primary objective of ACT's role in the Food Waste to Opportunity project is to work with students to reduce their waste footprints at school, affecting behavior change in their own habits and those of their households. The Manager will lead efforts in three Newport public schools to establish school garden programs in conjunction with cafeteria food waste sorting. The Manager will also support similar efforts in Middletown public schools. Students will have hands-on opportunities to learn about the circular nature of food systems, drawing connections between food scrap separation in their lunchroom and the value of using finished compost to build soil health in their school garden where nutritious crops will be grown.



AQUIDNECK COMMUNITY TABLE

The Manager will also lead efforts to publicize the provision of free residential food scrap collections to families of students and the wider community to increase the number of households and businesses recycling food scraps. The Manager will perform community outreach and education about the causes and impacts of excess food waste.

Extensive reporting will be needed to highlight project impact and milestones achieved. The Manager will work in partnership with several project partners and communicate frequently with the lead organization, Rhode Island Food Policy Council.

Essential Duties & Responsibilities:

- Coordinating and tracking grant goals
- Managing the RFP process to secure a food scrap hauler
- Expanding current garden and food scrap sorting programs at Pell Elementary School
- Marketing and communications: networking, building relationships with community members, schools, and project partners
- Collaborating with schools and partners to develop programming at 2-6 new schools in Newport and Middletown School Districts
- Other duties may be assigned to support project objectives

Desired Qualifications:

The ideal candidate for this position will be:

- Experienced in community organizing, including outreach in communities of concentrated disadvantage.
- Experienced in teaching and leading students in grades K through 12.
- Confident in communicating the connections between composting, growing food, sustainable food systems, and empowered communities.
- An organized and self-motivated individual adept at careful record-keeping and timely reporting.
- An accountable and reliable teammate: someone who can be relied on to manage multiple deadlines, complete activities on time, and ensure that all appropriate staff are kept up-to-date on a regular basis.
- An excellent communicator with interpersonal skills and a positive attitude.

To apply, send a resume and cover letter to rose@aquidneckcommunitytable.org

*Aquidneck Community Table is an equal opportunity employer. We will not discriminate in employment, recruitment, Board membership, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, color, religion (creed), gender expression, age, national origin, disability, marital status, sexual orientation, military status or for any other discriminatory reason *