

## Better Food Foundation

### Ambassador Coordinator Job Description (Remote)

We are recruiting a team member with excellent interpersonal and organizational skills to advance our [plants-by-default institutional dining](#) initiative by managing our volunteer “ambassador” recruitment and engagement program. Ideal applicants will have at least 3 years of relevant experience in nonprofit, academic or for-profit sectors, such as volunteer recruitment and coordination, staff training and management, or community organizing. Promotion is likely for a motivated candidate who is able to grow the program and take on new responsibilities. Passion for our mission is a must. Reports to the Director of Campaigns.

### About Better Food Foundation

The Better Food Foundation’s vision is a world where plant-based food is the norm, and we incubate novel strategies for bringing about that change. Our values center animals in creating a more just, compassionate, and sustainable food system. We are a highly collaborative team with emphasis on all voices. Our campaigns are fast-paced and adaptive. Professionals who take initiative, demonstrate creativity, and seek collaboration tend to thrive in our organizational culture. [Better Food Foundation](#) is part of a larger nonprofit collective that includes its sister organization [Farm Forward](#). The ability to collaborate across organizations and cultures on joint campaigns is highly valued, along with enthusiasm to continually learn about the interconnected issues impacting our food system, including racism, worker justice, animal exploitation, and ecology. We aim to be a diverse, equitable, and inclusive workplace. We strongly encourage people of systemically marginalized identities and life experiences who meet essential requirements and qualifications of this position to apply.

We value skills acquired in nonconventional career paths. If you believe your professional history gives you the experience necessary to excel in this position, we encourage you to apply and tell us why.

### Qualifications

The ideal candidate will possess the following qualifications. We will consider candidates who are strong in some but not all of these qualifications if they bring a willingness to acquire new skills and work collaboratively to achieve our objectives:

- 3+ years of relevant experience in the nonprofit, academic or for-profit sector, such as volunteer recruitment and coordination, staff training and management, or community organizing
- Demonstrated skill in mentoring, training and overseeing volunteers or staff
- Coordination: Able to recruit and engage volunteers (students, activists, employees of institutions) through email, social media, web-based presentations, and one-on-one interactions.
- Data tracking: Able to grow a list of contacts and track client and volunteer interactions and outcomes in a CRM or database.

- Training: Able to give presentations about our program to students and volunteers via webinars and training events and offer one-on-one support to volunteers as needed.
- Reporting: Able to collect information from volunteers to produce reports and materials that tell the story of our work.
- Collaboration: Able to work together with our Campaigns and Public Engagement teams to set up systems for recruiting volunteers, develop materials and resources for volunteers, and pass along institutional leads that result from volunteer projects.

## Roles and responsibilities

- Manage the plants-by-default “Ambassador Program” by recruiting and engaging students, activists and institutional staff volunteers
- Track and develop institutional leads that come from the Ambassadors, Campaigns, and Public Engagement programs
- Plan and deliver presentations to volunteers and ambassadors about our plants-by-default program
- Maintain a list of Leads (institutional foodservice contacts) that result from volunteer and ambassador relationships, and hand-off contacts to relevant directors when appropriate
- Create (in collaboration with other team members) resources for volunteers such as training materials, “how-to” toolkits, slide deck presentations, videos, etc.)
- Develop and update a calendar of presentations that includes online events and conferences

## Compensation

This is a full-time position. Salary is determined based on a transparent formula that takes into consideration cost of living, education, relevant experience, and the cost of healthcare (which is included as part of the salary, not an additional benefit). The salary range for the position is \$49,000 to \$60,000.

## How to Apply

Please send: 1) cover letter, and 2) resume or CV to [careers@betterfoodfoundation.org](mailto:careers@betterfoodfoundation.org). Applications will be accepted on a rolling basis until the position is filled. Feel free to contact us with questions about the position or organization.

The Better Food Foundation is committed to diversity, equity, and inclusion and is an equal opportunity employer. In compliance with laws and in furtherance of our commitment to fostering an environment that embraces diversity, all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, or veteran status.