



Organizational Development VISTA Member

Job Description

Merging Agriculture, Kitchens and Employment (MAKE) Projects is a food-based social enterprise where trainees gain real work experience in a paid, hands-on, team environment and engaged in all aspects of MAKE business operations. The mission of MAKE Projects is to equip refugee and immigrant women and youth with job readiness skills to gain employment and confidence in their dreams. Trainees receive services in resume development, mock interviews and customized job search, retention and advancement to ensure they succeed in their post-MAKE jobs after graduating from our 8-week (youth) or 12-week (adult) program.

Learn more about MAKE Projects at www.sdmake.org

Role Overview:

Create and develop all needed organizational development tools, systems and processes for a solid work environment for all trainees, staff and volunteers. Establish baseline metrics for measuring organizational development goals.

- Community asset mapping and database development, including volunteer outreach agency and partnerships
- Internal meeting scheduling, agenda development and meeting minutes
- Staff scheduling and operations-based calendaring
- Developing and managing a volunteer management system, including staff engagement, volunteer outreach, recruitment and screening, onboarding, coordination, management and exit services
- Coordinating internal team and external partner organizations for greater cross-referrals
- Interviewing and identifying staff development improvements and ways to streamline and improve team communications and coordination across teams and work units
- Research of best practices
- Development and refinement of standard operating processes and training manuals

The ideal candidate:

- Looking for an intense, immersive and highly-educational experience
- Wants a once-in-a-lifetime chance to be part of building a new organization and movement for more inclusive society and economy in San Diego
- Loves learning, working hard and has a growth mindset (open, curious and can look for the positive side of every situation)
- Has lived experience as a refugee, immigrant or growing up in a lower-income household or community

Other important details:

- Starts December 6, 2021
- 12-month commitment
- \$24,119 living allowance plus health benefits
- An additional \$6,195 education award (pays off student loans or towards grad school)
- \$40 a month cell phone stipend, mileage reimbursement

Interested applicants should email their resume to alexandra.steinhaus@sdmake.org

*MAKE Projects is a fiscally-sponsored project of Mission Edge, a 501c3 nonprofit organization. Mission Edge is an equal opportunity employer. Mission Edge does not discriminate on the basis of sex, race, color, creed, national origin, marital status, age, religion, sexual orientation, gender identity, gender expression, veteran status, or disability. **Any offer of employment is contingent upon the satisfactory results of reference and background checks.***