



# Mattapan Food and Fitness Coalition

mattapanfoodandfit.org  
1613 Blue Hill Ave, Suite 307  
Mattapan, MA 02126  
617-696-2900  
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## **Job Title**

Active Transportation, Physical Activity + Environment Coordinator

## **Location**

Hybrid

Mattapan Food and Fitness Coalition

1613 Blue Hill Ave, Suite 307

Mattapan, MA 02126

## **Length of Employment & Compensation**

August 1, 2021 to August 2022

Seasonal/Part time

\$20/hr for up to 15 hours/wk

## **Supervisor**

Executive Director

## **Description**

Mattapan Food and Fitness Coalition (MFFC) grew out of an effort to draw on the wonderful ethnic and cultural diversity of the Mattapan community to promote a healthy living environment, with a focus on access to healthy foods and the promotion of physical fitness for all ages. Positive changes in these areas complement other efforts to decrease health problems like diabetes, heart disease, obesity and other health conditions that plague our community.

*Mission Statement:* MFFC promotes health and healthy behaviors by improving the nutritional and physical activity environments for Mattapan by bringing health and wellness options for residents.

The part-time Active Transportation, Physical Activity + Environment Coordinator will be responsible for coordinating our physical activity and environment (climate change/environmental justice) work and supporting our transportation advocacy work. This position will also be representing MFFC on related councils and in related community meetings as well as providing education to the community around these topics where appropriate.

## **Responsibilities**

### *Programs*

- Support all MFFC projects as they relate to active transportation, physical activity, and environment
- Design, deliver and evaluate physical activity programs at MFFC i.e MattapanWalks/Walking Challenge, Fitness classes, and etc
- Support the Vigorous Youth and their bike work i.e bike workshops, Mattapan on Wheels, etc

- Provide advocacy support where needed
- Attend community meetings meetings and trainings as needed
- Assist Executive Director in grant writing activities related to active transportation, physical activity, and environment

#### *Marketing and Recruitment*

- Support social media and print media advertisement for physical activity, transportation, and environment programs
- Design and implement a recruitment plan for all programs

#### *Financial Management*

- Assist with the development of the physical activity, community empowerment, and environment budget
- Submit invoices when needed

#### *Administrative*

- Meet with Executive Director weekly, bi-monthly, or as needed
- Attend MFFC monthly meetings
- Assist in outreach coordination to community members and organizations, resulting in increased access to active living for residents.
- Perform administrative tasks, including: maintaining project records, ordering program supplies, budget management, and handling communication
- Represent MFFC at meetings related to physical activity, environment (climate change + environmental justice), and advocacy related meetings, and etc
- Perform other duties as needed

#### **Ideal Candidate**

- Degree/certification in exercise and fitness or 2+ years experience (preferred)
- 2+ years experience in climate change/environmental justice (or willing to learn)
- Demonstrated cultural competence with the diverse ethnic, cultural and socio-economic groups
- Familiarity with Microsoft Office, Google Suite, social media
- Ability to coordinate and engage community members
- Excellent oral and written communication skills
- Strong leadership skills, ability to work independently;
- Comfortable working in a virtual environment from a home office if you chose to work from home
- Able to work evenings and some weekends as needed
- Ability to travel by car, bike and/or by public transportation.
- Familiarity with the Mattapan community, Mattapan residents (preferred)
- Bilingual in spanish or haitian creole (preferred)

- Experience with event, curriculum building, and advocacy (preferred)

### **Physical Demands/Work Environment**

The physical demands described here are representative of those for this position. Reasonable accommodations will be made to enable individuals with disabilities to perform the functions. Mattapan Food and Fitness is currently working remotely due to the COVID-19 pandemic.

While performing the duties of this position, the employee is required to:

- Talk, hear and see in the normal range with or without correction;
- Handle or feel objects, tools or controls;
- Move, traverse, sit, reach; occasionally ascend/descend, and position self (to), move;
- Occasionally lift and/or move up to 25 pounds;
- The noise level in the work environment is usually moderate to high;
- Job is not subject to significant occupational or environmental hazards;
- Likelihood of personal injury would be relatively slight;

### **How To Apply:**

Please send your resume and cover letter online at <https://www.tsne.org/nonprofit-jobs>.

**Mattapan, Dorchester, and Roxbury residents are strongly encouraged to apply.**

**TSNE/Mattapan Food and Fitness Coalition envisions a society grounded in the principles of social and economic justice. As such, we strive to achieve excellence through a diverse and inclusive workplace that honors the unique talents and lived experiences of each person. Our vision and values are reflected in all our employment-related decisions, including hiring practices. Accordingly, TSNE actively seeks people who bring diverse backgrounds and perspectives to join us in our work.**

*As an EOE/AA employer, TSNE/Mattapan Food and Fitness Coalition will not discriminate in its employment practices due to an applicant's race, color, religion, sex, national origin or ancestry, age, sexual orientation, gender identification, genetic information, veteran or disability status or any other factor prohibited by law.*