# **Equality for Flatbush (E4F) - BKSL Food Distribution Space Manager**

**ABOUT E4F**

Equality for Flatbush (E4F) is a Black/POC-led, grassroots organization that does police accountability, affordable housing, and anti-gentrification/anti-displacement organizing in Flatbush, East Flatbush, and Brooklyn-wide. Founded in 2013, Equality for Flatbush is a Black Lives Matter group that believes in the abolition of the police, ICE, and prisons. Created as a direct response to the increase in tenant and police harassment due to gentrification, we have only 2 goals: to end NYPD murders and to stop the displacement of low-to-middle income people from Brooklyn, NY. We organize our communities for social change and justice through street outreach, social media campaigns, political and direct action.

**Job Summary**

Equality for Flatbush (E4F) seeks a dynamic, detail-oriented, and self-motivated Brooklyn Shows Love Mutual Aid Project (BKSL) Space Manager. This person will work with our BKSL Food Distribution Team and the E4F community to manage a space dedicated to receiving, packing, and distributing non-perishable food and household supplies Brooklyn-wide.

**Key Responsibilities**

The Space Manager is responsible for overseeing the day-to-day operations of the BKSL food distribution center. Main responsibilities include:

* Ensuring that BKSL COVID safety protocols are maintained and enforced
* Coordinating and supervising E4F members’ packing and preparing food distribution deliveries
* Coordinating deliveries of wholesale bulk non-perishable items with food vendors
* Maintaining the accurate inventory of items and assisting in purchasing

**Qualifications**

* 5 - 10 years of professional experience with either warehouse, stage, performance space, production, or grocery store management
* Knowledge of COVID-19 safety protocols and the ability to enforce BKSL safety standards
* Experience managing & motivating volunteers, creating a fun, welcoming, and culturally inclusive environment
* Meticulous attention to detail.
* Highly skilled in crisis management in accordance with changing deadlines and priorities.
* Highly proficient in Google Sheets, Google Docs, and Zoom
* Strong written and verbal communication skills
* Excellent attention to detail and ability to engage others
* High moral compass and dedication to ethical practices

**Preferences**

* NYS Driver’s License and own vehicle
* Multi-Lingual - Haitian Kreyol or Spanish and English

**Compensation**: $50,000 - $55,0000 as 1099 contractor, plus stipend for benefits compensation

**Schedule**: Full-time, shift schedule (i.e., some evening work and occasional weekend work required)

**Location:** Brooklyn, NY

**To Apply:** Please submit your resume and a cover letter to hfrantz@vantagehrs.com.