



Website: alimentandoalpueblo.org
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Sustainability Steward (Term Limited)

In traditional nonprofit structures, this position is closely aligned with an Operations Director

Reports to: Executive Director

Work Location: Full-time (32 hours, 4-day week), Burien, WA; Hybrid (on site, Community and remote)

Position type: Limited Term Employee- 1 year, with option to renew, funds pending

Benefits; Wellness stipend, paid holidays, 2 week vacation plus 4 weeks paid organizational closures

Compensation: \$84,000 - \$90,000

Start date: December 1, 2026

Publish date: September 24, 2026

Close date: October 31, 2026

About Alimentando Al Pueblo

Alimentando al Pueblo (AAP) is a Burien based nonprofit founded in 2020 during the COVID-19 pandemic as a Community and Cultural building organization with the mission to facilitate healing through community, food and celebration. Our programs are rooted in a power sharing model with a goal to develop leadership within our Community. We serve the Latine and Pueblos Originarios populations of South King County, WA.

Together, we source and distribute cultural foods, organize celebrations that promote social connections and healing, and center Latinx art and traditions in every aspect of our work to cultivate joy, pride, and cultural preservation.

Organizational Values and Commitments

Facilitate healing and the creation of memories

At the root of our work is the intergenerational healing of Community members who have been disenfranchised and traumatized by colonial violence and the fierce and intentional reclamation of our Ancestral practices and futures, so we can thrive.

Cultivate a Community of Imagination

Our imagination and dreams are the source of our collective liberation. Our Community has not only been politically, economically and socially disenfranchised, our dreams and imaginations have been repressed and robbed. We are building collective strategies, intentions, processes so that our Community can be in realignment with their imagination and manifest the futures we long for.

Reinvest in our Community

We partner and purchase directly from local Latine and BIPOC farms, grocery stores, and distributors. We also work with Latinx and BIPOC artists, chefs, vendors, artists and creatives.

Culture of Abundance

We are turning the scarcity model on its head, there is more than enough for everyone. We are abundant in love, care, creativity and solutions.

Provide culturally rooted services

From the way we greet and serve our Community at our food bank, to how we are building the foundation and infrastructure of our organization, we want to ensure that our services are rooted in Ancestral practices, values and ways of our Community.

About This Opportunity

Alimentanto al Pueblo's community focused team is at the heart of our work. The Sustainability Steward will support the team and the organization by assessing the current state of the organization's operations and present ideas/plans for improvement that will ensure the organizational infrastructure is sound and able to be scaled.

This role requires creative and dynamic problem-solving solutions and a *think outside the box* mentality that includes equitable and empowering systems. As a charitable non-profit organization it is important that the person in this role has vast experience in non-profit governance and understands the current political and social landscape of nonprofit work in addition to Community centered and rooted frameworks, solutions, processes and approaches.

Given the current political, social, and economic dynamics in the country, our focus is responding to the safety and wellbeing of our community. We are committed to building a thriving community that does not just respond to emergencies. The Sustainability Steward must keep both the immediate and long-term objectives and goals of AAP in mind as they carry out their work.

Scope of Work

General

- Support organizational fundraising events and campaigns.
- Actively participate in all team professional development opportunities
- Cultivate our team's knowledge of organizational operations, policies and procedures.
- Participate in strategic planning.
- Support an agreed upon number of events and/or programs to maintain contact with our community.

Administrative and Operational Oversight

- Develop, implement, and maintain operational policies, procedures, and internal controls to improve efficiency and effectiveness across the organization .Draft policies for review by ED, Board and staff as appropriate.

- Review office administration and create a plan for implementing and managing administrative practices
- Review facilities management and present a plan to ensure a safe and functional work environment.
- Identify process gaps and implement improvements to increase efficiency, consistency, and accountability.
- Monitor business licenses, registrations, permits, certifications, and other regulatory requirements to ensure they remain current and active.
- Ensure operational practices are consistent with applicable laws, regulations, policies, and organizational standards.
- Provide leadership, guidance, and oversight to administrative and operational staff.

Human Resources *in collaboration with Community Healing Steward*

- Collaborate with Community Healing Steward in creating procedures for staff recruitment, onboarding, and professional development.
- Prepare procedures for maintaining accurate HR records and ensure compliance with labor laws.
- Research employee benefits (health insurance and 401K) and develop a plan for implementation.
- Collaborate with Community Healing Steward in developing an equitable staff benefits package in accordance with labor law.
- Collaborate with Community Healing Steward in training staff in new procedures and policies as needed.
- Collaborate with Community Healing Steward in the creation of a Safety Manual.

Finance & Budget Support

- Support budgeting, purchasing, expense oversight, and resource allocation as assigned. Oversee payroll as processed by our accounting firm.
- Assist with budget monitoring and development in collaboration with the Executive Director and external bookkeeper.
- Support continuity of processes for expense tracking, reimbursements, invoice processing, and financial reporting systems.
- Offer recommendations to ensure compliance with financial policies and grant requirements.

Technology & Systems

- Access current IT systems and software tools used across the organization and develop procedures for inventory, distribution and necessary upgrades.
- Coordinate with external IT support providers to ensure system reliability and security and create documentation of the IT system.
- Create procedures to improve data management and digital workflows.
- Collaborate with Community Healing Steward in the creation of a Technology Policy.

Compliance & Risk Management

- Propose procedures that ensure organizational compliance with local, state and federal requirements.
- Create and implement grant reporting systems and compliance
- Develop and propose risk management strategies and suggestions for implementation.

Skills, Experience, Knowledge

Competitive candidates will highlight the following or express willingness to learn:

- Demonstrated commitment to AAP's mission and values.
- 5-8 years nonprofit operations management or nonprofit governance experience
- Demonstrated experience with anti-racism and anti-colonial principles working with people of diverse identities.
- Bilingual and biliterate - English and Spanish
- A thorough analysis of the social, cultural and systemic factors impacting our food systems and the impacts on Communities of color and people living in poverty.
- Lived experience in King County and surrounding areas and/or in diverse, lower income communities.
- Excellent documentation preparation, communication and writing skills
- Strong project management skills with the ability to switch between multiple projects and tasks
- Experience establishing trust and creating an environment of positive employee relations
- Detail-oriented, self starter with a proven track record of excellent time and data management.
- Strong computer skills and proficiency with Microsoft Office and Google Suite
- Ability to graciously accept, integrate and provide feedback, ability to maintain confidentiality
- Reliable transportation and valid drivers license
- The ideal candidate will have demonstrated familiarity with HR administration processes

Desired Skills

- Background in nonprofit leadership or governance work
- Familiarity and experience with grant and contract compliance and reporting
- Training and/or certification in trauma informed care, healing justice, and/or conflict resolution.
- Ability to create and enforce that center equity and justice while also providing efficiency and compliance.

Equal Opportunity Employer

Alimentando al Pueblo is an Equal Opportunity Employer (EOE) committed to diversity. Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, gender identity, disability, veteran status, or any other class protected by law. We encourage applications from people of color, immigrants, women, people with disabilities, members of the LGBTQ community and other traditionally underrepresented groups.

Application Process

If you are interested in this opportunity, please follow the application instructions carefully. Applicants must submit the following:

1. *A **resume***
2. *A **Cover Letter** that outlines your background and explains how your education and experience align with the qualifications and responsibilities of the role.*

*Please email your application to arlene@alimentandoalpueblo.org with the subject line:
"AAP Sustainability Steward – [Your Name]" Please send attachments in the following format:
Name_Resume and **Name_CL***

Accessibility Accommodations:

Assistance and/or reasonable accommodations during the application process are available to individuals upon request. To request assistance or accommodation, please contact Arlene at arlene@alimentandoalpueblo.org