



*Position Description:*

**Education Program Coordinator**

Reports to: Education Program Manager

FLSA Status: Non-Exempt/Full Time

Salary: \$32,000 - \$35,000; Commensurate with experience

*Position Summary:*

Vetri Community Partnership (VCP) is a 501(c)3 organization founded in 2008 by Chef Marc Vetri and restaurateur Jeff Benjamin. Its mission is to break the cycle of poor eating habits in low-income communities through fresh food, hands-on experiences and education. The organization currently runs four programs in approximately 60 schools in Philadelphia and Camden, N.J.

VCP seeks an experienced **Education Program Coordinator**, who will report directly to the Education Program Manager. The Coordinator's primary responsibilities will be in direct support of VCP's educational cooking and nutrition programs, Vetri Cooking Lab and My Daughter's Kitchen. The Coordinator will manage site communications and logistics, equipment purchasing and distribution, data collection and input, and oversight of part-time instructor scheduling, reporting and on-site needs. The Coordinator will be involved in nutrition, culinary and STEAM-based curriculum development and may teach 1-2 Vetri Cooking Lab classes per week. The Coordinator will also act as a substitute instructor for VCL or MDK classes when needed.

Qualifications:

- Bachelor's degree
- Previous experience in after-school programming or other applicable youth development
- Proven data management skills, advanced Excel skills a plus
- Ability to coordinate communications across internal and external contacts
- Excellent verbal, written and presentation skills required
- Confidence in the kitchen including knowledge of basic cooking techniques, ability to follow a recipe, and adequate knife skills
- Engaging personality with the ability to manage a classroom and keep students interested
- Passion for mentoring and teaching students from underserved neighborhoods to make informed choices about the food they eat
- Impeccable time management skills with the ability to work across the organization's teams and programs
- Flexibility to teach on-call and to attend evening and/or weekend events
- Valid driver's license and ability to travel throughout the Philadelphia region

*Application Process:* Please submit cover letter, resume, and writing samples as email attachments to [hr@vetricommunity.org](mailto:hr@vetricommunity.org) with the subject line "Last Name, First Name - Education Program Coordinator". Writing samples must include the following:

- Draft an email addressing a site liaison who has not returned his/her students' permission slips on time
- Create a sample Excel spreadsheet for coordinating 10-week class schedules for 25 Vetri Cooking Lab sites

Vetri Community Partnership is an Equal Opportunity Employer. For more information visit [vetricommunity.org](http://vetricommunity.org).