

New Job Opportunity at Vetri Community Partnership

Position Title: Mobile Teaching Kitchen Coordinator
Primary Location: VCP Office, 211 N. 13th Street, Suite 303, Philadelphia PA 19107 and other program locations if applicable
Reports To: Mobile Teaching Kitchen Manager
Supervises: N/A
Department: Mobile Teaching Kitchen
Status: Full-time/ nonexempt, eligible for benefits

Position Summary:

Vetri Community Partnership (VCP) is a 501(c)3 organization whose 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 facilitates culinary-education and nutrition-education programs in approximately 60 schools in Philadelphia and Camden, N.J. Our Mobile Teaching Kitchen(s) are modified food trucks carrying the equipment needed for pop-up cooking demonstrations and workshops at schools, community centers, farmers markets, grocery stores, and more. We invite children and their families to cook alongside our chef instructors and learn basic cooking skills they can use to make healthy dishes on their own.

VCP seeks a self - motivated, engaged, and organized Mobile Teaching Kitchen Coordinator whose primary responsibilities will include partner stewardship, program scheduling, general inventory maintenance, and the facilitation of up to three Mobile Teaching Kitchen visits per week.

Specific Responsibilities will include:

- Regular communication and follow - up with site liaisons
- Volunteer coordination with maintenance of VolunteerHub entries
- Screening, initial communication, and tracking of all new MTK event inquires
- Organization of seasonal programming calendar - both internal and public facing
- Inventory maintenance of demonstration equipment, supplies, and ingredients
- Inventory maintenance of recipe card library – both electronic and print
- Contribute to the development of program recipes, talking points, and workshop curriculums
- Instruct, set up, and break down one to three Mobile Teaching Kitchen visits per week
- Ensure evaluation data, internal dashboards, and program expenses are kept current
- Ability to work in an often physically demanding environment which includes standing, walking, and lifting up to 40 pounds
- Meet weekly with Program Manager to identify priorities and goals for the week
- Represent Vetri Community Partnership in the community as an ambassador of our organization and programs
- Perform other Duties as Assigned

Work Experience & Skills Requirements:

- Bachelor's Degree in a food, nutrition, public health, or education related field preferred.
- Minimum one-year teaching experience with school aged children. Related experience with an older adult community a plus
- Excellent skillset in database management and scheduling
- Confidence in the kitchen including knowledge of basic cooking techniques, ability to follow a recipe, and adequate knife skills
- Strong computer skills, specifically related to Microsoft Word and Excel
- Excellent attention to detail with ability to handle multiple tasks
- Flexible, self - motivated, team player that is comfortable in working with a wide and varied audience
- Valid Driver's License required

Vetri Community Partnership offers:

- Competitive Salary
- Health Care
- Dental Plan
- 401 (k)
- Commuter Benefit
- Sick Days/Vacation

Application Process: Please submit cover letter, resume, and writing samples outlined below as attachments to an email to hr@vetricommunity.org. All e-mails must utilize the subject line “LastName, First Name – Mobile Teaching Kitchen Coordinator” to be considered.

Writing Samples must include the following:

1. Draft an e-mail to a site liaison whose deadline has passed to send in their site’s preferred Mobile Teaching Kitchen visit dates and times for the Spring season.
2. Create a sample document using word or excel that organizes the following for 5 partner sites who we visit once per month: site name, site address, liaison name, liaison contact information, truck assignment, and 3 months of visit dates and times.

Vetri Community Partnership is an Equal Opportunity Employer. For more information visit vetricommunity.org.