



New Job Opportunity at Vetri Community Partnership

6/21/2018

Position Title: Eatiquette 360 Program Coordinator
Primary Location: VCP Office, 211 N. 13th Street, Suite 303, Philadelphia PA 19107; Multiple partner school locations throughout Philadelphia
Reports To: Eatiquette 360 Program Manager
Supervises: n/a
Department: Culinary Education
Status: Full-Time Exempt

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.

VCP seeks a qualified Program Coordinator to serve as part of our culinary education / SNAP-Ed team. Vetri Community Partnership's E360 program partners with local schools to encourage healthy eating habits. E360 starts in the classroom where we provide nutrition education and hands on cooking experiences for both students and their caregivers. The E360 program also extends the education into the lunchroom through food tastings and positive interaction with students during their lunch periods. The E360 team also participates in summer and out-of-school-time programming. This program is funded by USDA's Supplemental Nutrition Assistance Program (SNAP) through the PA Department of Human Services (DHS). This institution is an equal opportunity provider.

Specific Responsibilities will include:

- Responsibility for all Eatiquette 360 programming delivered at 2 or more partner schools
- Teaching E360 in the classroom on site for the entire school population at assigned partner schools. This could include students from grades K-12. Classes give students hands-on cooking experience with the goal of expanding their understanding of healthy

eating and healthy living. Classes are taught multiple times per school year and feature hands on instruction of basic cooking techniques and nutrition.

- Teaching classes throughout the year for adult members of the community (parents & guardians), which reinforce the concepts taught to the student body.
- Working with school administration and cafeteria staff to encourage changes in the cafeteria to reinforce E360's message through:
 - Positive adult presence
 - Encouraging thoughtful and healthy eating habits
 - Providing exposure to new and different food experiences through tastings and discussion of informed food choices
 - Developing relationships with students to foster a positive atmosphere and culture in the lunchroom
 - Working with adults and children in the lunchroom to drive interest in the program
 - Maintaining integrity of the program through training students and adults
 - Acting as a liaison between VCP, school administration, faculty, volunteers, students, parents, kitchen staff and food service management company to effectively facilitate the E360 program
- Regular communication and follow-up with site liaisons
- Engaging with VCP volunteers when they are available to help in classrooms or with food tastings.
- Transportation of and inventory maintenance of demonstration equipment, supplies, and ingredients.
- Contribute to the development of program recipes, lesson planning, and other areas of program improvement.
- Ensure evaluation data, internal dashboards, and program expenses are kept current for assigned sites.
- Meet weekly with Eatiquette 360 team for training, lesson planning & program improvement.
- Represent Vetri Community Partnership in the community as an ambassador of our organization and programs.
- Perform other duties as assigned

Work Experience & Skills Requirements:



- Minimum one-year teaching experience with school-aged children; related experience with an adult community a plus
- Confidence in the kitchen including knowledge of basic cooking techniques, ability to follow a recipe, and adequate knife skills
- Excellent communication skills
- Ability to work in an often physically demanding environment which includes standing, walking, and lifting up to 40 pounds
- Bachelor's Degree preferred
- Excellent attention to detail with ability to handle multiple tasks
- Flexible, self-motivated, team player that is comfortable working with a wide variety of audiences.
- Ability to work independently and responsibly
- Eligibility to work with children, including ability to pass PA Child Abuse Clearance, PA State Police Criminal History Record Check, and FBI Criminal History Record Check.
- Valid driver's license preferred, reliable transportation required

Vetri Community Partnership offers:

- Salary of \$35K - \$38K, depending on experience
- Health Care
- Dental Plan
- 401 (k)
- Paid Time Off

Application Process: Please submit cover letter, resume and contact information for three professional references as emailed attachments to hr@vetricommunity.org. All emails must utilize the subject line "Last Name, First Name – E360 Program Coordinator" to be considered.

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