



POSITION OPENING  
5/1/2019

POSITION TITLE: SNAP-Ed Program Coordinator  
PRIMARY LOCATION: VCP Office, 211 N. 13th Street, Suite 303, Philadelphia PA 19107; Additional locations as required  
REPORTS TO: SNAP-Ed Program Manager  
DEPARTMENT: SNAP-Ed USDA  
STATUS: Full-Time Non-Exempt

POSITION SUMMARY

Vetri Community Partnership (VCP) teaches hands-on culinary nutrition lessons with the goal of empowering children and families to lead healthier lives. We are a team of hardworking, fun-loving individuals motivated to share how easy and affordable it can be to make and eat vegetable-forward dishes at home. Working throughout the greater Philadelphia community, we hire dedicated team members who are excited to educate, learn from, and interact with participants of all ages.

We are seeking an engaging Program Coordinator who will lead students and caregivers through nutrition lessons paired with hands-on cooking activities. The Coordinator will deliver in-school student classes, host evening workshops for caregivers, and lead sampling events with take-home recipes. The Coordinator will build meaningful relationships within school communities with the goals of promoting health and wellness, and creating positive change in the policies and systems surrounding food.

SPECIFIC RESPONSIBILITIES

- Use a hands-on cooking approach to teach SNAP-Ed nutrition lessons to all students at two or more assigned schools
- Facilitate hands-on cooking and nutrition workshops for adults and/or caregivers
- Communicate with VCP, school communities, volunteers, and caregivers to effectively facilitate the EAT360 program, including scheduling and class implementation
- Develop relationships with students, teachers and kitchen staff to implement positive changes to the cafeteria atmosphere
- Participate in school-based Hype Council and Wellness Committee meetings
- Ensure evaluation data, internal dashboards, and program expenses are kept current for assigned sites
- Collaborate with EAT360 team for training, lesson planning, recipe development and program improvement
- Transport and maintain inventory of demonstration equipment, supplies, and ingredients
- Other duties, as assigned



## WORK EXPERIENCE & SKILL REQUIREMENTS

- Successful completion of PA Criminal Background Check, Child Abuse History Check, and FBI Fingerprinting record
- Experience working with students and/or adults; teaching experience preferred; community organizing a plus
- Confidence in basic cooking techniques, including strong knife skills; cooking or food demonstration experience a plus
- Proven understanding of food safety standards
- Excellent communication skills, attention to detail, and the ability to handle multiple tasks simultaneously
- Flexible, self-motivated, and able to work remotely, independently, and responsibly
- Experience in the Office 365 suite preferred, especially Word, Excel, Outlook, SharePoint
- Must be able to lift approximately 40 pounds, and stand or walk for extended periods of time
- Must have access to reliable transportation with the ability to transport equipment and groceries
- Must have a valid driver's license and the ability to drive a company vehicle

## BENEFITS

- Competitive salary
- Health, dental and life insurance after 60 days
- 401(k) after one year
- Paid time off
- Pre-tax transit benefits
- Cell Phone Stipend

## APPLICATION PROCESS

- Visit [vetricommunity.org/careers](http://vetricommunity.org/careers) to download and complete the Employment Application. The PDF application can be filled out electronically or hand-written after printing.
- Email your resume, cover letter and completed application to [HR@vetricommunity.org](mailto:HR@vetricommunity.org). Attached PDF or Word docs are preferred.

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