



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) 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 90 locations in Philadelphia and Camden, N.J.

VCP seeks a qualified Program Coordinator to deliver nutrition education and facilitate relationships with partner organizations, primarily schools. The coordinator will oversee implementation and provision of direct nutrition and culinary education at two or more assigned partner schools. The Coordinator will teach three lessons per year to the full school population, which may include students from grades K-12, giving students hands-on cooking experiences with the goal of expanding their understanding of healthy eating and healthy living. The Coordinator will also teach adult classes throughout the school year for parents and guardians of students in the school community, reinforcing the concepts taught to the student body. The SNAP-Ed program follows the school year schedule, providing programming from September to July. The Coordinator is also responsible for leading culinary-education classes for various summer camps during the school-year break.

VCP seeks a dedicated Program Coordinator to serve as a seasonal employee working directly with students and community partners.

This position requires that the hired Coordinator complete three necessary clearances: PA Criminal Background, Child Abuse Background Check, and FBI Fingerprinting. Coordinator must be able to lift approximately 40 pounds, and stand or walk for extended periods of time. Reliable transportation with the ability to transport equipment and groceries to class sessions is required.

SPECIFIC RESPONSIBILITIES

- Communication
  - Represent Vetri Community Partnership in the community as an ambassador of our organization and programs



# VETRI COMMUNITY PARTNERSHIP

EAT. EDUCATE. EMPOWER.

- Act as a liaison between VCP, school administration, faculty, volunteers, students, parents, kitchen staff and food service management company to effectively facilitate the EAT360 program
  - Provide regular communication and follow-up with site liaisons
  - Engage with VCP volunteers who help in classrooms or with food tastings
  - Participate in Hype Council and Wellness Committee meetings
- Education
  - Teach three SNAP-Ed lessons per year to the full school population, which may include students from grades K-12
  - Teach adult classes throughout the year for parents and guardians of students in the school community which reinforce the concepts taught to the student body.
  - Work with school administration and faculty to schedule and implement SNAP-Ed classes for each student three times per school year
  - Work with school administration and cafeteria staff to implement positive changes to the cafeteria atmosphere and reinforce SNAP-Ed nutrition messaging through adult encouragement of thoughtful and healthy eating habits
  - Provide students with exposure to new food experiences through food tastings and discussion of informed food choices
  - Develop relationships with students to foster a positive atmosphere and culture in the lunchroom
  - Transport and inventory of demonstration equipment, supplies, and ingredients
- Program Coordination
  - Maintain the integrity of the program by providing training for students and adults
  - 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 SNAP-Ed program team for training, lesson planning and program improvement
  - Implement Policy, Systems and Environment strategy at assigned schools
- Other duties, as assigned

## WORK EXPERIENCE & SKILL REQUIREMENTS

- At least one-year teaching experience with school-aged children and/or related experience in community organizing; experience in adult education a plus
- Confident knowledge of basic cooking techniques, ability to follow a recipe, and adequate knife skills
- Confident knowledge of food safety standards
- Excellent communication skills
- 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 remotely, independently, and responsibly



## VETRI COMMUNITY PARTNERSHIP

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- Reliable transportation with the ability to transport equipment and groceries to class sessions; valid driver's license preferred
- Ability to work in an often physically demanding environment which includes standing, walking, and lifting up to 40 pounds
- Passion for Vetri Community Partnership's mission

### BENEFITS

- Annual Salary of \$35,000 – 38,000
- Health Care
- Dental Plan
- 401(k)
- Sick Days/Vacation
- Cell Phone Stipend

### APPLICATION PROCESS

- 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).