



Position Opening

July 1, 2019

POSITION TITLE: Vetri Cooking Lab Program Coordinator
PRIMARY LOCATION: VCP Office, 211 N. 13th St, Suite 303, Philadelphia PA 19107;
Additional locations as required
REPORTS TO: Vetri Cooking Lab Manager
DEPARTMENT: Vetri Cooking Lab Team / Education Department
STATUS: Full-Time, Non-Exempt, Eligible for Benefits

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 delicious 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 and backgrounds.

VCP seeks a confident, organized, and passionate Vetri Cooking Lab Program Coordinator to be a member of the Education Team and report to the Vetri Cooking Lab Manager. The Program Coordinator's primary responsibilities will be to directly support the Manager in the oversight of Vetri Cooking Lab, a ten-week, curriculum-based culinary nutrition program operating at 35 sites. The Coordinator will assist in program logistics, hiring, site communication, scheduling, recipe and curriculum development, and evaluation. The Coordinator will also act as a substitute teacher for VCL classes when need arises.

SPECIFIC RESPONSIBILITIES

- Manage site communications and logistics, including: site onboarding, form dissemination and collection, scheduling, record-keeping, data collection, and evaluation
- Build and maintain relationships and act as primary point of contact for all school and partner staff and liaisons
- Work closely with Program Manager to develop and improve recipes, STEAM-based cooking and nutrition curriculum, and educational materials
- Assist in purchasing, managing and inventorying program materials and equipment
- Participate in hiring, training, scheduling, and supporting part-time Educators
- Visit sites to attend school events and assist with on-site needs, as necessary
- Work closely with Community Engagement team to train, coordinate, and support volunteers and interns
- Lead culinary nutrition sessions, as needed
- Perform other duties, as assigned



WORK EXPERIENCE & SKILL REQUIREMENTS

- Successful completion of PA Criminal Background Check, Child Abuse History Check, and FBI Fingerprinting record
- Motivation and passion for our mission and an interest in working with schools, organizations, and individuals in our community
- Asset-based thinker with an engaging personality and positive attitude
- Excellent communication skills, attention to detail, and the ability to handle multiple tasks simultaneously
- Experience and confidence in working in an educational setting with youth (culinary and/or nutrition lessons a plus)
- Proven organizational and data management skills and an interest in data-driven decision-making
- Ability to attend evening and/or weekend events, as needed
- Experience in the Office 365 suite preferred, especially Word, Excel, Outlook, SharePoint
- Bachelor's degree preferred, but not required
- Bilingualism a plus
- 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
- Valid driver's license and the ability to drive a company vehicle a plus

BENEFITS

- Competitive salary
- Health, dental and life insurance after 60 days
- 401(k) after one year
- Paid time off
- Pre-tax transit benefits
- Monthly 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, writing sample (outlined below) and completed application to HR@vetricommunity.org. Attached PDF or Word docs are preferred.

WRITING SAMPLES MUST INCLUDE THE FOLLOWING

- Draft an email to a site liaison who has not returned his/her students' permission slips on time.

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