

Join Vetri Community Partnership's team of passionate, fun-loving, vegetable enthusiasts who are motivated to share how easy and affordable it can be to cook at home.

EAT. EDUCATE. EMPOWER.

Through interactive cooking classes and experiential nutrition education, Vetri Community Partnership uses the kitchen as a classroom to help kids, families, and community members build culinary skills, nutritional knowledge, and confidence.

OUR CORE VALUES

Curiosity | Integrity | Respect | Passion & Pride

IN THE COMMUNITY

Vetri Community Partnership partners with schools and community sites in Philadelphia and Camden that share our passion for nutrition and education. We work with people from under-resourced communities to help build the life skills for a healthier future.

JOB TITLE: Community Education Manager

Vetri Community Partnership is seeking a Community Education Manager to oversee and implement high-quality cooking workshops and experiences in Vetri Community Partnership's Teaching Kitchen. As a community partner, the Manager will develop deep and meaningful relationships with individuals, families, and organizations in the West Poplar community and throughout Philadelphia. The ideal candidate will have experience in culinary and/or nutrition education, community partnership, and program development and management.

The day-to-day role of the Community Education Manager includes initiating and stewarding partnerships, scheduling and implementing workshop programming in alignment with annual goals and partner needs, and coordinating and collaborating on the accessibility and maintenance of the Teaching Kitchen space.

RESPONSIBILITIES

- Oversee development, implementation, compliance, and evaluation of cooking workshops in collaboration with organizational leadership, community partners, and other stakeholders
- Build workshop curriculum - weaving recipes, nutritional topics, and culinary skills together - for use across Teaching Kitchen programming
- Develop annual program calendar for the community teaching kitchen including VCP-sponsored events, partner workshops, rental opportunities, and corporate partnerships
- Manage and track budget, goals, and other metrics for partnership and program development, cooking workshops, and other strategic objectives using reporting forms and a database
- Provide training and support to program staff and ensure the delivery of high-quality cooking workshops with cross-functional team development
- Communicate, coordinate, and initiate conversations with existing and potential partners interested in participating in workshops for their organizational staff, clients, or community
- Seek out supportive and leading roles in community coalitions that align with the organizational strategy and mission
- Prioritize cultural humility and competency in recipes, training, curriculum content, and within the organization
- Identify and hold accountability for best practices for workshops across programs to ensure high-quality programming is consistently offered across the organization

EXPERIENCE AND REQUIREMENTS

- Technical understanding of recipe development and the collaborative and iterative recipe testing process required
- Knowledge of the process of selecting menus & scaling recipes for immersive, delicious, inspiring, and fun cooking workshops
- Interest in continued and collaborative learning with the skill to train others in the delivery of high-quality and thoughtful programming
- Confidently leads engaging, fun, and informative cooking workshops with strong and welcoming public speaking skills
- Ability to simplify complex culinary and nutrition processes into understandable takeaways for participants
- Experience developing and maintaining relationships with external partners, participants, community organizations, and other entities
- Excellent organizational and time management skills, including the ability to prioritize and balance time-sensitive tasks
- Knowledge of Philadelphia and community resources and a demonstrated commitment to improving health outcomes for Philadelphians is a plus
- Confidence in Microsoft Office Suite, audiovisual technology, and utilizing database software is strongly preferred
- Passion for our mission of nourishing minds, bodies and communities with nutrition education through cooking
- Must be able to lift approximately 40lbs. and stand or walk for extended periods of time
- Successful completion of PA Criminal Background Check, Child Abuse History Check, and FBI Fingerprinting record

COMPENSATION AND BENEFITS

- \$55,000 annual salary
- Paid time off
- Paid parental leave
- Short- and long-term disability
- Monthly cell phone stipend
- 401(k) match
- Health, dental, and life insurance
- Pre-tax transit benefits

ADDITIONAL INFORMATION

Location: Vetri Community Partnership
915 Spring Garden Street, Philadelphia, PA 19123
Status: Full Time, Non-Exempt
Reports to: Chief Executive Officer, Program Director
Department: Program
Supervises: Community Educators
Hours: Will include evening and weekend hours, at times

TO APPLY

Visit vetricommunity.org/about/careers/ to complete our online application, upload resume, and cover letter (required).

Vetri Community Partnership is an Equal Opportunity Employer.