



## POSITION OPENING

1/20/2021

POSITION TITLE: EAT360 Program Coordinator  
PRIMARY LOCATION: Virtual until further notice; 211 N. 13th Street, Suite 303, Philadelphia PA 19107;  
Additional locations as required  
REPORTS TO: EAT360 Program Manager  
DEPARTMENT: SNAP-Ed USDA  
STATUS: Full-Time Non-Exempt  
HOURS: 40 hours per week

### 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. We hire dedicated team members who are excited to educate, learn from, and interact with participants of all ages.

VCP's EAT360 program works within Philadelphia schools to encourage healthy eating habits for students and community members. The EAT360 Program provides nutrition education and hands-on cooking experiences for both students and their caregivers, in accordance with by USDA's Supplemental Nutrition Assistance Program (SNAP) through the PA Department of Human Services (DHS). This institution is an equal opportunity provider.

We are seeking an engaging Program Coordinator to 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. This position is currently functioning in a virtual capacity, which includes using a home kitchen to lead virtual classes via various video platforms. This position will return to in-person programming in regulation with the guidelines set by the CDC, City of Philadelphia and partner schools. Coordinator must have access to reliable internet connection.

Coordinator must complete the following required clearances - PA State Police Criminal Background Check, Child Abuse Background Check, and FBI Fingerprinting.



## SPECIFIC RESPONSIBILITIES

Program Coordinator is responsible for all EAT360 programming delivered at two or more partner schools, to include:

- **Communication**
  - Represent Vetri Community Partnership in the community as an ambassador of our organization and programs
  - 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 school events such as wellness committee meetings, back to school or report card nights, and parent events
- **Education**
  - Act as Lead Teacher to provide EAT360 lessons per year to the full school population, which may include students from grades K-12
  - Act as Assistant Teacher to a co-EAT360 Program Coordinator in additional EAT360 lessons at various partner sites
  - Teach adult classes throughout the year for parents and guardians of students in the school community to reinforce the concepts taught to the student body
  - Work with school administration and faculty to schedule and implement EAT360 classes cycles 3-5 times per school year
  - Work with school administration and cafeteria staff to implement positive changes to the cafeteria atmosphere and reinforce EAT360's message 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 by leading food tasting events
  - Transport and inventory demonstration equipment, supplies, and ingredients
  - Deliver 2-3 weeks of summer camp curriculum per year, working with partner organizations to implement hands-on cooking experiences for children in Philadelphia, Delaware and Montgomery Counties, as well as selected locations in New Jersey
- **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 EAT360 team for training, lesson planning and program improvement
  - Implement Policy, Systems and Environment strategy and intervention at assigned schools
- Other duties, as assigned



## WORK EXPERIENCE & SKILL REQUIREMENTS

- Experience working with school-aged children, teaching experience preferred; related experience with an adult community or 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; personal vehicle not required

## BENEFITS

- Starting salary of \$38,000 per year
- Health, dental and life insurance after 60 days
- 401(k) with company match after one year
- Paid time off
- Pre-tax transit benefits
- Monthly cell phone stipend

## APPLICATION PROCESS

- Visit <https://vetricommunity.org/about/careers/> to complete the online application.

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