

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: Program Coordinator, Vetri Cooking Lab (Full-time)**

Vetri Community Partnership is seeking a detail-oriented and relationship-focused Program Coordinator to support our youth-focused out-of-school time program, Vetri Cooking Lab (VCL). This role ensures smooth communication across diverse stakeholder groups, including educators and volunteers, as well as external site liaisons and school leaders. Your work will directly support the success of this program by ensuring all operational and documentation needs are met with efficiency and care, while also being the primary contact for an amazing group of committed volunteers. We're looking for a highly organized individual who enjoys engaging with others, is excited about youth enrichment programming, and is motivated to cultivate connection through a people-first approach to program operations and implementation.

## **RESPONSIBILITIES**

- Implements processes and tracks the completion of site agreements, contracts, invoices, participant permission slips and attendance rosters for all Vetri Cooking Lab locations.
- Implements regular inventory, organization, maintenance, and transportation of program equipment.
- Assists with part-time educator hiring and training. Executes educator site placement and coordination.
- Engages with cross-functional staff to track completion of volunteer clearances.
- Trains volunteers, ensuring that volunteers feel empowered and prepared to meet program expectations.
- Assigns volunteers to VCL sites. Connects volunteers with educators and provides adequate instructions so that volunteers can confidently locate their site assignments.
- Leads cooking classes and attends community outreach events, as needed.

## EXPERIENCE AND REQUIREMENTS

- Experience and confidence in working with youth in an educational setting is a plus
- Strong organizational and data management skills with the ability to manage multiple priorities
- Excellent communication and interpersonal skills
- Creative problem-solving skills with a keen attention to detail
- Basic knowledge and a curiosity to continue learning about food, cooking, and related topics
- Proficiency with Office 365 suite and experience using a database
- Valid driver's license and access to a reliable, registered vehicle are required
- Passion for Vetri Community Partnership's mission of nourishing minds, bodies and communities with nutrition education through cooking
- Must be able to lift approximately 40 pounds and regularly stand or walk for extended periods of time
- Successful completion of clearances including PA Criminal Background Check, Child Abuse History Check, and FBI Fingerprinting record

## COMPENSATION AND BENEFITS

- \$42,000 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) with flexible WFH policy

Status: Full-Time, Exempt

Reports to: Out-of-School Time Program Manager

Department: Program, Out-of-school time

Supervises: N/A

## TO APPLY

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

Vetri Community Partnership is an Equal Opportunity Employer.