



Job Description

Position Title: Vetri Cooking Lab Program Coordinator

Department: Education

Supervisor Title: Vetri Cooking Lab Manager

Supervises: N/A

Location: 211 N 13th Street Suite 303, Philadelphia, PA 19107; Additional locations as required

Type of Position: Full-time

Status: Non-Exempt

Hours: 40-hours hours per week

VETRI COMMUNITY PARTNERSHIP

Established to help kids experience the connection between healthy eating and healthy living, Vetri Community Partnership (VCP) empowers children and families to lead healthier lives through fresh food, hands-on experiences and education.

JOB SUMMARY

Vetri Community Partnership seeks an engaged and professional Program Coordinator to join our team and play a key role in the planning and implementation of our Vetri Cooking Lab program. Vetri Cooking Lab is a high-quality, curriculum-based, out-of-school time program operating at schools and community centers throughout the Philadelphia region. The goal for students enrolled in the weekly program is to become thoughtful and educated food consumers with the skills and confidence necessary to make nutritious meals and informed choices.

The Program Coordinator will be responsible for assisting in site communications, scheduling, and logistics for all participating Vetri Cooking Lab sites. They will be responsible for assisting with all aspects of programming including overseeing equipment ordering and maintenance, educator hiring, training, and coaching, curriculum and recipe development, and data and evaluation reporting. The Coordinator will report directly to the Vetri Cooking Lab Program Manager and collaborate across Educational Programs.

SPECIFIC RESPONSIBILITIES

- Site Coordination
 - Assist in coordinating site communication between liaisons, program partners, and internal staff
 - Collect all participant permission slips and manage student rosters
 - Respond to new site applications, complete site visits, and assist in new site onboarding
 - Represent VCP as an ambassador of our programs and build relationships with partners and community members
- Program Support
 - Assist with development and preparation of program curriculum, recipes, and educational materials
 - Assist with ordering, organizing, inventorying, delivering and maintaining program equipment
 - Assist with the hiring, onboarding, and training processes for program educators, volunteers, and interns
 - Teach up to one Vetri Cooking Lab course and assist with educational programming as needed



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- Attend community outreach events as needed
- Perform other duties, as assigned

REQUIREMENTS

- 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 related a plus)
- Proven organizational and data management skills and an interest in data-driven decision-making
- Demonstrate basic computer skills including, but not limited, to the use of Microsoft Office Suite and Zoom
- Must have access to reliable transportation with the ability to transport program materials. Valid driver's license and the ability to drive a company vehicle a plus
- Ability to attend evening and/or weekend events as needed
- Ability to work in an often physically demanding environment which includes standing, walking, and lifting up to 40 pounds
- Must complete necessary clearances - PA State Police Criminal Background Check, Child Abuse Background Check, and FBI Fingerprinting
- Proof of COVID-19 vaccination required. (Religious and medical exemptions apply)

EDUCATIONAL REQUIREMENTS

- Bachelor's degree in related field, or comparable professional experience in lieu of degree
- Professional studies or college-level coursework in health, nutrition, community food access, basic cooking skills, public health, food safety, and/or education preferred.

BENEFITS

- Annual Salary starting at 38K
- Paid Time Off
- Monthly cell phone stipend
- 401(k)
- Health, dental and life insurance
- Pre-tax transit benefits

APPLICATION PROCESS

Visit vetricommunity.org/about/careers/ to complete our online application and upload resume, cover letter and any required supporting documentation.

Vetri Community Partnership is an Equal Opportunity Employer