

CHEF Program Coordinator (School Engagement) Job Description

Culinary Health Education for Families program (CHEF) is a nonprofit organization located in San Antonio, Texas. Rooted in the belief that Food is Medicine, CHEF teaches children and families basic nutrition and practical cooking skills, with the long-term goal of motivating individuals and communities to adopt and sustain healthier eating habits.

Overview

CHEF is seeking an energetic individual who has a passion for supporting the health and wellness of our community's school-aged children by promoting an evidence-based nutrition and culinary skills program designed to encourage life-long healthy eating habits.

The CHEF Program Coordinator (School Engagement) is responsible for all aspects of coordinating and implementing the CHEF program in select partner sites including, schools, after-school programs, The Neighborhood Place Teaching Kitchen, etc. The Program Coordinator (School Engagement) also serves as a trainer and quality control coordinator for the broader CHEF program as needed.

SUMMARY OF RESPONSIBILITIES

- Coordinates and supports all aspects of implementing the CHEF program in selected partner sites. Duties include new partner recruitment, implementation planning, training, partner relations, communications, troubleshooting, and continuous oversight to ensure the consistency and quality of the program.
- Serves as a liaison between CHEF, schools, the San Antonio Food Bank, and other key community partners to ensure that all parties are informed of and engaged in CHEF programming.
- Supports the training and community outreach needs of the broader CHEF program as needed.

COMPETENCIES/SKILLS

The requirements listed below are representative of the knowledge, skill and/or ability required.

- Ability to develop and foster strong, professional relationships with CHEF partners and clients
- Ability to quickly identify and navigate school cultures, policies, and systems.
- Excellent customer service skills
- Excellent creative problem-solving skills
- Excellent written, verbal communication, and presentation skills
- Exceptional organizational and project management skills;
- Must be self-motivated, confident, efficient, detail oriented, thorough, and accountable.
- Strong interpersonal skills: ability to work well with multiple teams across multiple organizations; must be highly adaptable and flexible;

- Ability to work independently or in a team environment, and maintain collaborative relationships with all members or the CHEF community;
- Must have a welcoming and approachable presence in front of all (students, community partners, board members, interns, etc.);

QUALIFICATIONS

- Bachelor's Degree or above in a field related to organizational communications, teaching, nutrition, or another related field
- Excellent computer skills including Outlook, Word, PowerPoint, Excel, Project Management software, and Social Media Tools
- Bilingual English/Spanish preferred
- Knowledge of/experience with school processes and procedures preferred;
- Knowledge of/experience with school nutrition services preferred;

TASKS/FUNCTIONS

- Recruits and secures new CHEF school partners
- Works with school administration and faculty champions to plan logistical aspects of program roll-out
- Trains and supports school champions, instructors, and volunteers
- Coordinates relationship between schools and San Antonio Food Bank
- Provides mentoring and logistical support for school partners to assist in trouble shooting
- Ensures relevant data collection at each program site
- Maintains comprehensive database of CHEF partners to include a master calendar as well as all contact information and site-specific program details.
- Program Coordinator supports CHEF community outreach, meetings, conferences, workshops, training sessions as needed
- Position will require working occasional evenings and weekends in support of CHEF events and programming.
- Contributes to a positive and productive work environment
- Serves as CHEF representative to the Mayor's Fitness Council
- Supports the Mayor's Fitness Council Student Ambassador Program

PHYSICAL DEMANDS / WORKING CONDITIONS

The physical demands and characteristics of the work environment described here are representative of those occurring in the performance of the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this job, the employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

The *Culinary Health Education for Families* program (CHEF) is an Equal Opportunity Employer.