

Job Description:

Title: Program Coordinator

Reports to: Executive Director, Patachou Foundation

Summary of Position:

The Program Coordinator will guide The Patachou Foundation's work to impact to 1000 individual students by 2020. This position will manage TPF's daily program operations including delivery of meals and execution of its education program, which includes substantial work with other employees and volunteers.

Additionally, this position will coordinate and design education lessons throughout the school year for select students and during the summer to meet targeted and measureable educational outcomes.

The ideal candidate possesses a start-up mentality that thinks efficiently about how to make the most impact with the limited resources of a growing organization.

- Hourly, non-exempt compensation is commensurate with experience
- 26-hour expected work week; afternoon and some early evening availability is required
- Opportunity to grow position into a full-time or seasonably full-time position

Qualifications:

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| <ul style="list-style-type: none">• Bachelor's degree• Experience working in education/nutrition sector preferred• Experience working in a leadership/mentorship role with a variety of audiences (high school, young adult, corporate setting)• Management experience, including supervision of other employees | <ul style="list-style-type: none">• Experience designing curriculum and teaching a wide age-range of students• Experience in food service is preferred• Flexibility and adaptability• Attention to detail• Professionalism• Desire to make an impact• Openness to criticism and ideas• Big-picture problem solving |
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Job Role:

Basic duties of this position include but are not limited to:

- Managing meal delivery:
 - Oversee cook, ordering, menu design and kitchen work flow
 - Coordinate with school site contacts for serving numbers and times
- Designing lessons and hands-on educational opportunities for:
- After-school classes for upper elementary students
- One-time learning experiences
- Classes for middle schoolers
- Teaching and overseeing the teaching of these lessons
- Responsible for integrating the principles of The Patachou Foundation into all educational programming and meal service for The Patachou Foundation

Apply online at <http://thepatachoufoundation.org/careers> via Talent Reef Link under Program Coordinator.

Applications accepted through February 28, 2017.