



### **Job Description**

**Title:** Cooking Matters Coordinator

**Reports to:** SLVLFC Cooking Matters Lead Coordinator, Southwest Colorado Program Manager and the SLVLFC Executive Director

**Organization:** San Luis Valley Local Foods Coalition and Colorado Cooking Matters

**Location:** San Luis Valley, Colorado

**Date:** November 2018

### **POSITION SUMMARY**

Be part of a vibrant educational team making a difference in the San Luis Valley. The Cooking Matters Coordinator (CMC) works closely with the SLV Local Foods Coalition Cooking Matters Lead Coordinator (CMLC) to support all aspects of the program in accordance with state and national goals and policies, and the core values of the San Luis Valley Local Foods Coalition. The Coordinator's main role is to coordinate Cooking Matter's food skill-based nutrition education programming in the San Luis Valley, as supervised by the CMLC. The Coordinator will also act as a Cooking Matters Colorado representative in the community.

### **DUTIES & RESPONSIBILITIES**

#### Program Coordination:

- Work closely with the CMLC to maintain a quality Cooking Matters program in the San Luis Valley by coordinating 2-3 courses at a time, as scheduling permits.
- Assist CMLC with organizational tasks.
- Ensure the host sites meet program requirements and criteria.
- Work with CMLC, Local Foods Coalition Director, the SouthWest Colorado Program Manager and host agencies to implement gold standard programming in the San Luis Valley region.
- Complete all preparations for programming including procuring food and local food whenever possible, supplies, materials and equipment for classes.
- Complete evaluation and other reporting documentation as required.

- Maintain and occasionally establish positive working relationships with agencies serving low-income parents of children 0-5 and the community at large.
- Recruit and supervise volunteer educators, chefs and support persons in the course setting.
- Teach Cooking Matters Courses, in the absence of trained volunteers when necessary.
- Coordinate implementation of one-time workshops and presentations for special audiences.
- Maintain at least an 85% graduation rate and strive to reach the overall participant number and tour goals as agreed upon in the Memorandum of Understanding with Cooking Matters Colorado.
- Promote DUFEB and the work of the SLVLFC in courses or tours as appropriate (DUFEB, SNAP, WIC, Summer Meals, Farm to School, Coalition meetings, etc.)
- Attend SLV Local Foods Coalition meetings and staff meetings and assist with other Local Foods Coalition tasks and events as time allows with 35 hours dedicated to Farm to School.
- Focus on the priority audience of caregivers of kids aged 0-5 and SNAP participants.
- Perform all job related duties as requested by the CMLC and/or LFC Executive Director.

#### Volunteer Management and Training:

- Work in local community to recruit and retain volunteers. Do outreach and build relationships with qualified community members to ensure that as many courses as possible are occupied by at least one volunteer.
- Coordinate course logistics with volunteers, providing timely and consistent communication with volunteers before and between classes.
- Train and prepare volunteers by administering paperwork, issuing instructor guides and training volunteers for teaching role.
- Coach volunteers in teaching style and content to ensure gold standards and course guidelines are met.
- Provide recognition of volunteers, including issuing thank-you cards, and supporting periodic Volunteer Appreciation activities.

#### Administration

- Update course records in PEARS, Salesforce, Central Desktop, and local files, along with the other Cooking Matters Coordinators; provide course closeout data to CMLC.
- Submit timesheets, expense reimbursement, requests for time off and reports in biweekly accordance with Local Foods Coalition requirements.
- Participate in national, state, and local trainings, webinars and phone calls as required and visit recordings for any missed trainings.
- Share in office cleaning and upkeep.
- Maintain an organized workspace.
- Complete other duties as needed and assigned.

#### **CONTACTS**

Has regular contact with CMLC, SLVLFC staff, the LFC Director, the SouthWest Colorado Program Manager, community stakeholders, volunteers, and partner agencies.

#### **SUPERVISION**

This position has no supervisory responsibilities outside of working with volunteers. This position is supervised by the CMLC, the SouthWest Colorado Program Manager and the LFC Director.

#### **WORKING CONDITIONS**

Work hours will include frequent evenings, minimal weekends, and travel. Position fulltime – 40 hours/week

## **ABILITIES**

- Bilingual in English and Spanish
- Ability to organize and relate to diverse groups of people from varied backgrounds.
- Personal initiative and resourcefulness with the ability to work independently.
- Ability to effectively be a part of and communicate with Local Foods Coalition team and community partners to mobilize resources and develop the necessary relationships to meet program requirements and to advance the mission of the Local Foods Coalition.
- Knowledge of evidence-based nutrition and cooking.
- Knowledge of local languages and culture.
- Physical stamina and ability to lift 40 pounds.
- Quick problem-solving skills and flexibility.
- Exceptional verbal, training, and written skills.
- Strong interpersonal skills and instincts.
- Ability to balance a variety of tasks simultaneously.
- Knowledge of local foods culture.
- Strong work ethic
- Honesty and Integrity

## **QUALIFICATIONS**

- Bachelor's degree or 2 years' experience in nutrition, public health, education or culinary.
- Chef or registered dietitian given preference.
- Experience and comfort working independently in a fast-paced environment.
- Strong computer skills including Microsoft Office.
- Driver's license and car required. Some use of personal cell phone desired.
- Ability to lift up to 40 pounds.
- Organizational and program management skills.
- Passion for nutrition and cooking education, and living a healthy lifestyle.
- Bilingual in Spanish/English given preference
- Knowledge of local agencies including preschools, social service agencies and food assistance programs and the low-income clients and communities they serve.
- Willing to make a two-year commitment

### **To Apply**

To apply please electronically provide a cover letter, your resume and 3 professional references to [opportunity.slvlocalfoods@gmail.com](mailto:opportunity.slvlocalfoods@gmail.com). You will need all three items to be considered.

Thank-you