

## **Spanish Speaking Assistant Community Program Manager Job Description**

About us:

18 Reasons is a nonprofit that increases food security through the power of home cooking. Our mission is to empower our community with confidence and creativity to buy, cook, and eat good food every day. Our vision is to create equity and belonging through the transformative and healing power of home cooking.

We offer two food education programs. At our 18th Street Kitchen in San Francisco, we host paid cooking classes with chefs from around the world, and ticket sales help support our free programming for low-income families. Through our Community Programs, we offer three, multi-week cooking and nutrition education programs for youth, families, adults, and birthing parents: Cooking Matters, Food As Medicine (FAM), and Nourishing Pregnancy. Each year, we teach thousands of families to buy, cook, and eat good food on a limited budget.

About you:

The Assistant Program Manager is a hands-on and solution-oriented person who coordinates cooking and nutrition classes, manages volunteers, and works closely with diverse communities of kids, teens, adults, and community partners. You are passionate about food, learning, community, and equity, and you love working independently to solve problems and lead team projects. We take special care to create a working team of positive, flexible, and driven people who are committed to caring for the community. A career at 18 Reasons is an opportunity to learn new skills and play a valuable role in serving the community.

The Assistant Program Manager will support free community programming in the East Bay. Cooking Matters helps over 3,500 low-income families each year learn the skills they need to make healthy food choices on a budget. We also work to expand access to CalFresh (food stamps), offer a peer educator training program that expands our pool of instructors, and engage hundreds of volunteers each year in our programs.

You do not need to have a culinary or nutrition background to succeed in this position, but you must be organized, motivated, and eager to learn. You are meant for this role if you are a lifelong learner with a passion for food and community service.

The Assistant Program Manager will report to the Community Program East Bay Manager in their relevant county and is responsible for working on Community Programs projects as assigned by their Manager. This is subject to change depending on county needs.

**Responsibilities include, but are not limited to, the following tasks:**

Community Program Support

- Coordinate 2-3 class series per week
  - Manage communications with Cooking Matters and Food as Medicine teaching team; including host site agency staff, CM instructors, Peer Health Educators and volunteers
  - Collect and prepare materials for classes and tours, including food, equipment, and course paperwork
  - Grocery shopping & ingredient kit packing and delivery
- Complete program reporting for grant purposes
  - Collect and report relevant data to Program Manager, keep program staff in county accountable for data reporting
  - Upload program surveys into appropriate databases and support with maintenance of program tracking sheet
- Program Development
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  - Support the growth of the program through research and the creation of student and curriculum resources (including translation and interpretation of resources and lessons)
- Training and Supervision
  - Support volunteer and Peer Health Educator recruitment, training, and retention efforts as assigned by your supervisor
  - Train and supervise volunteers & peer health educators in their roles as chef educators, nutrition educators, and class assistants
  - Support interns and AmeriCorp members via training, mentoring, and supervision
- Community Partnerships Management and Outreach
  - Manage partnerships with host sites
  - Outreach to new partner sites
  - Participate in community meetings and county networking events

General

- Participate in bi-weekly county meetings, supervision meetings with Program Manager & program manager meetings
- Complete admin, and office tasks

- Storage unit maintenance and tracking
- Contributes to the overall culture and business growth using our Culture Guide as a tool for self-reflection and an ongoing commitment to self-growth, the growth in others, and the growth of the company
- Contributes to the overall culture and business growth by participating in or leading improvement committees and projects when needed

**Requirements**

- Experience facilitating, leading, or mentoring
- Basic knowledge of nutrition and food education
- Valid driver’s license and a car you can use for work
- Passionate about food, food justice, and racial equity
- Excellent communication skills, both oral and written, including the ability to speak in front of a class
- Ability to work individually in a self-directed manner and as part of a team in group projects
- Excellent organizational skills, proven ability to handle and prioritize multiple tasks, and to meet deadlines
- Experience, willingness, and ability to work with people from a variety of racial, cultural, and economic backgrounds, with various lifestyles, sexual orientations, and of all ages, including professional chefs, social service providers, volunteers, and low-income participants
- Ability and willingness to work occasional evenings and weekends for the purposes of conducting classes and attending community meetings
- **Fluent in Spanish**

**Physical requirements**

This position requires being on your feet 65% of the time, driving 15% of the time, and working in an office setting 20% of the time. While in the field, frequent lifting, moving, or carrying supplies up to 50 pounds, including use of stairs, is required. General office duties include: computer work, filing, phone communication, copying. Reasonable accommodation may be made to enable any qualified person to perform the essential job duties.

**Classification & Compensation**

This is a full time, salaried position. 18 Reasons has an equitable and transparent compensation policy; we do not negotiate salaries. To read more about our compensation philosophy, click [here](#). The salary will be set by the number of years of experience the candidate has in a similar position (Assistant Manager level or above):

Tier 1 (0-2 years	Tier 2 (3-5 years	Tier 3 (6+ years
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experience)	experience)	experience)
\$72,000	\$74,000	\$76,000

Benefits include 100% employer-paid health, vision, and dental insurance, IRA matching up to 3%, 12 holidays, 4 weeks PTO, two weeks of paid office closures (December and July), and a 25% discount at Bi-Rite Market.

**Supervision**

You will report to East Bay Community Program Manager, including partnership management, scheduling and staffing, and evaluation

**How to apply**

Email your resume and a cover letter to [jobs@18reasons.org](mailto:jobs@18reasons.org). We will be reviewing applications on a rolling basis and hope to have this position filled by Nov 1st 2024.

Please, no unsolicited calls or emails; applications submitted without a resume or personalized cover letter will not be reviewed.

As part of our dedication to the diversity of our workforce, 18 Reasons is committed to Equal Employment Opportunity without regard for race, ethnicity, gender, protected veteran status, disability, sexual orientation, gender identity or religion.

**Don't meet every single requirement?** Studies have shown that women and people of color are less likely to apply for jobs unless they meet every qualification. We are dedicated to building a diverse, inclusive and authentic workplace, so if you're excited about this role but your past experience doesn't align perfectly with each qualification in the job description, please go ahead and apply anyway! You might be just the right candidate for this role.