



## **Community Programs, Program Coordinator ([Americorps VISTA member](#))**

### 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 the confidence and creativity needed to buy, cook, and eat good food every day. We offer food education programs to the community through two different channels. At our 18th Street Kitchen in San Francisco, paid classes reach curious home cooks with the means to pay for instruction. Through our free Community Programs, we offer grocery donations paired with free cooking and nutrition classes to families on a limited budget throughout the Bay Area. Our vision is to create equity and belonging through the transformative and healing power of home cooking.

### About you:

The Program Coordinator 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 year of service at 18 Reasons is an opportunity to learn new skills and play a valuable role in serving the community.

The Program Coordinator will coordinate our free community programs. Through our community programs we help over 2,500 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.

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.



### About the position:

This is a full time AmeriCorps position where you will serve for one year with 18 Reasons. We are hiring for multiple Program Coordinators on a rolling basis with multiple start dates.

Program Coordinators will work primarily in one of our two service areas - San Francisco county or the East Bay (Alameda and Contra Costa counties), but travel to and work in all three counties is expected.

For more information about the AmeriCorps program, please see the Benefits section below.

### **Responsibilities:**

- Coordinate hands-on cooking and nutrition series in partnership with community organizations
- Shop for and manage grocery distribution in cooking classes
- Manage communications with partner host site agency staff
- Work with partner host site agency staff to schedule classes and carry out shared expectations and responsibilities for hosting cooking classes
- Train and supervise volunteers & peer health educators in their roles as chef educators, nutrition educators, and class assistants
- Collect and prepare materials for classes and tours, including food, cooking equipment, and course evaluations
- Administer participant and volunteer course evaluations
- Teach cooking and nutrition lessons as needed
- Community outreach to recruit new host site agencies and increase community support
- Manage capacity building projects
- Contribute 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
- Contribute to the overall culture and business growth by participating in or leading improvement committees and projects when needed

### **Qualifications:**

- 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
- Valid driver's license and a car you can use for work

# 18 REASONS

- 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
- Not required, but extremely helpful: Fluent or conversant in Spanish

## **Physical requirements:**

This position requires being in the field 65% of the time, driving 15-20% 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. Program coordination includes shopping for and transporting groceries for large groups of people as well as the regular transportation and lifting of cooking equipment, consisting of two large storage bins.

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.

## **Program benefits:**

- \$3,284 monthly living allowance, paid biweekly (\$21.65/hour)
- Segal Education Award (\$6,345) at the end of the service year
- Health benefits through AmeriCorps VISTA (please see [here](#) for more information)
- 17 paid holidays, 10 personal days, 10 sick days
- Travel Reimbursement in line with IRS mileage reimbursement rates
- Internet Stipend (\$30/month)
- Opportunity to forbear qualifying student loans while in service
- Relocation assistance (if applicable)
- Childcare assistance (if applicable)
- One year non-competitive status for federal government positions
- A network of over 180,000 AmeriCorps members and alums

Note: To accept an AmeriCorps position you must be: 18 years old; be U.S. citizens, nationals, or legal residents; and be able to successfully complete a background investigation.



**How to apply:**

Please send a one-page resume and a cover letter to [jobs@18reasons.org](mailto:jobs@18reasons.org).

***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.