

Sustainable Solano

Youth Cooking Pilot Program Manager Job Description

Job Purpose

It's been our long-term vision to create a youth cooking learning center in Solano County. The idea was inspired by the Ceres Community Project in Sonoma County. We are now ready to take the first step toward this big vision! The pilot program will run for one year; the goals are to create the curriculum and teach a few student cohorts, while developing a full-scale long-term program. The Youth Cooking Pilot Program Manager oversees the design and implementation of a pilot youth cooking program to teach Solano youth the foundational principles of cooking with fresh, local, seasonal food in the context of a local food system. The Program Manager will work with professional chef instructors to deliver the curriculum.

The Program Manager reports to the Executive Director.

This is a one-year position; the continuation of this role depends on future funding and job performance. This is part-time role for the pilot; 25-30 hours per week, \$25/hour.

Primary Duties and Responsibilities

The Program Manager performs a wide range of duties including some or all of the following:

Plan the program

- Plan the delivery of the pilot program and its activities in accordance with the mission and the goals of the organization, and the vision, goals and objectives of the Solano Local Food System and Youth Leadership and Professional Development programs.
- Develop and implement long-term goals and objectives to achieve the successful outcome of the program's projects and activities.
- Assist Local Food Program Manager with the curriculum development for the pilot
- Develop a program evaluation framework to assess the strengths of the program and to identify areas for improvement
- Identify funding proposals for the program to ensure the continuous delivery of services; assist with grant applications and fundraising activities

Organize the program

- On a monthly basis, develop a detailed action plan to ensure implementation of the key milestones and intermediate objectives of the program, its projects and activities
- Ensure that program activities operate within the policies and procedures of the organization
- Develop forms and records to document program activities

- Oversee the collection and maintenance of program records according to the internal policies of the organization

Lead the program

- Execute the action plan in timely and accurate manner; document key monthly accomplishments and challenges
- Organize, manage and occasionally lead a few youth cohorts
- Contribute to the Sustainable Solano website, blog, newsletter, social media channels, and other communications pieces
- Cultivate relationships with professional and community partners
- Communicate with members, volunteers and other stakeholders to gain community support for the program and to solicit input to improve the program
- Identify, recruit and manage contractors as needed for the program's successful implementation

Control the program

- Write reports on the program for management and for funders
- Identify and evaluate the risks associated with program activities
- Monitor the program activities on a regular basis and conduct ongoing evaluation according to the program evaluation framework
- Report evaluation findings to the Executive Director and recommend changes to enhance the program, as appropriate

Qualifications

Education

University degree in a related subject.

Knowledge, skills and abilities

- Passionate about cooking, local food and community resilience
- Experience leading or teaching diverse groups of youth is highly desired
- Strong business skills; ability to manage a complex program
- Capable of working across multiple sectors and diverse stakeholders
- Strong written and verbal communication skills
- Ability to work independently and as part of a team
- Impeccable attention to details, well-organized and self-motivated
- Professional culinary experience preferred, but not required

Proficiency in the use of computers for:

- Word processing
- Simple accounting
- Spreadsheets
- E-mail
- Internet

Personal characteristics

The Program Manager should demonstrate competence in all of the following:

Behave Ethically: Understand ethical behavior and business practices, and ensure that own behavior is consistent with these standards and aligns with the values of the organization.

Build Relationships: Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.

Communicate Effectively: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques. Keep open channels of communication with team members.

Creativity/Innovation: Develop new and unique ways to improve operations of the organization and to create new opportunities.

Foster Teamwork: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness. Actively participate in Sustainable Solano team meetings and collaborate with other team members. Actively participate in the overall organization's development and management; assist with other programs and activities, when feasible.

Lead: Positively influence others to achieve results that are in the best interest of the organization. Sustainable Solano is striving for democratic management of the organization; authentic leadership practiced by all team members is crucial to the success of this approach.

Make Decisions: Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization and its mission. Timely consult team members and program's stakeholder, if needed.

Organize: Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.

Plan: Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.

Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

Experience

3-5 years of experience in a related field required.