

A Single Bite + Sullivan Catskills Regional Food Hub
Position Description

POSITION DESCRIPTION

TITLE:	Coordinator - Education and Real Food Programs
REPORTS TO:	Director, Operations & Finance
DESCRIPTION:	Full-time 37.5 hours (plus occasional weekend or evening)
LOCATION:	Liberty Office
COMPENSATION:	Salary Range \$45,000 - \$50,000, plus benefits (commensurate with experience)

A Single Bite is a nonprofit organization founded by Foster Supply Hospitality. We are dedicated to Feeding and Educating children and their families with Real, Local Food. We believe in a holistic approach to alleviating food insecurity in Sullivan County, New York by presenting programs, exploring partnerships and implementing solutions in our schools and throughout our community. We will continue to support the improved health of Sullivan County while identifying pathways and alliances to solve the food-centric issues that impact the well-being and quality of life of our neighbors. And, by operating the Catskills Food Hub, we are an essential part of Sullivan County's food economy, integrating local food distribution to our core mission. Since March 2020, we have prepared and delivered more than 150,000 servings - over 700 per week to local families struggling to put healthy food on the table. Working closely with educators, our Real Food Education Program is a four-part, immersive experience that teaches students about making healthy food choices.

JOB FUNCTION:

With the support of the Director of Operations, this position:

Plans and delivers the Real Food Education Programs & Supports Real Food Systems & Logistics

Education Programming Overview

Coordinate ongoing planning and support of introduction and implementation of various program components including:

- Real Food Reminders – Presentations
- Real Food Reflections – Student Activity Facilitation
- Real Food, Real Futures – Internships, Apprenticeships, Mentoring & Scholarships

Education Program Function responsibilities:

- Participate in creative, presentation and program development.
- Schedule all Program Sessions – school, farm, lunch and follow-up/refresher.
- Coordinate programmatic components & presentation materials for school program including handout materials, supplies, and food items.

A Single Bite + Sullivan Catskills Regional Food Hub

Position Description

- Organize field trips and other activities for program supporters and participants including related communications and permissions.
- Arrange transportation for lunch and farm field trips.
- Fulfill educator role
- Support student, chef, and presenter needs.
- Coordinate virtual and physical content for presentations including, “Single Bites” and other educational materials.
- Attend programs.
- Coordinate “bite” production and delivery
- Support additional presenters (culinary)
- Report on program metrics and anecdotal program activities.
- Collect photographs and other report materials.
- Regularly contribute Programmatic Material to Communications Manager
- Provide technical support as needed

Education Programming Overview

Support regional food systems activities and logistics.

Program Support Function responsibilities:

- Support the aggregation and distribution of locally grown foods to public schools and food pantries; farmer/producer relations, and other programmatic markets.
- Collaborate with logistics on Food Pantry and other community resource distribution, CSA, and Farm to School programs.
- Assist with local food systems (food distribution), record keeping, financial tracking and grant administration.

KEY ROLES: (Essential Position Responsibilities):

Real Food Education Programs (70%)

Partner with school, community representatives and volunteers to deliver programmatic components of Real Food Educational and Real Food - Real Futures.

Other Program Support (30%)

Support regional food systems activities and logistics.

SKILLS/KNOWLEDGE REQUIRED:

- Bachelor’s Degree from accredited, four-year institution with one to two years related experience and/or training is required or equivalent combination of education and experience
- Excellent verbal and written communication skills
- Classroom presentation and education experience required
- Strong organizational skills with consistent follow-through
- Proficient in Microsoft Office Suite or related software
- InDesign, Adobe Illustrator or Canva design programs preferred
- Superior interpersonal skills and ability to work extremely well as part of a team

Benefits

A Single Bite + Sullivan Catskills Regional Food Hub
Position Description

- Medical, dental, and vision insurance
- 401K retirement plan option
- Paid time off and holidays
- Excellent work environment

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.