



The Cooking Project's mission is to equip young people with the skills they need to feed themselves well, long term and on a budget. We connect a community of chefs, writers, home cooks, and farmers to young people in the Bay Area to make this happen. We've done this more than 300 times and are excited to continue, but we need your help!

We are seeking a part-time Program Manager to work closely with the Executive Director to make this mission come to life. This position is ideal for someone that wants hands-on experience with a food education non-profit organization, wants to work with some of the Bay Area's most talented chefs and seasoned home cooks, and wants to make a direct impact on youth in the community - and ideally the food system at large.

If that sounds like you, we're excited to meet you! You will succeed in this role if you have experience:

- Working with young people (ages 14-24) and/or food
- Working autonomously (often alone) on multiple projects at once
- Being a go-getter! We need you to help us connect chefs and students!
- Being a self-starter: you'll need to help set-up classes, think quickly if students have questions, and help us make adjustments and improvements for the next class

Specific responsibilities include:

- Manage class planning and execution for food education non-profit organization
- Invite chefs and instructors to teach classes to local high-school students; with the interns, coordinate their participation
- Coordinate with youth partner organizations as necessary to work and grow together
- Work with executive director to develop program themes and strategies that align with overall mission and vision
- The program manager will have help from interns and will be responsible for setting up the classes with the appropriate equipment, assisting youth (ages 14-24) with basic

kitchen skills, occasionally shopping for ingredients, researching recipes and culinary education strategies, supporting social media initiatives and engaging with kids about food

- Everyone eats together at the end of class, including the program manager; this is a great time to get to know the kids and teachers, build community
- Timing: classes meet for approximately 2 hour sessions 1-2x per week; the program manager will attend classes and will be responsible for other work outside of the classes (communications, coordination, admin work and occasional meetings)
- This could be a great opportunity for someone interested in working with chefs, food-based non-profits, education-based activism, at-risk youth and/or culinary education.

Other details about the Program Manager role:

- Part-time at 10 hours a week to start
- Pay starts at \$20/hour (does not include commuting costs)
- Based in the Bay Area
- Travel is required on a weekly basis; owning a car is a plus

Interested in applying? Send a resume and note over to sasha@thecookingproject.org