



HALEY HOUSE

We're Hiring!

TBK Program Manager

Haley House uses food and the power of community to break down barriers, open opportunities, and strengthen the neighborhoods we serve. Founded in 1966, Haley House has grown to include five interconnected branches: direct services (soup kitchen, food pantry, meal for elders), permanent affordable housing, urban agriculture, education and training (Take Back the Kitchen (TBK) and LiFT: Re-Entry Program), and social enterprise. Our direct services are located in the South End and Roxbury.

Take Back the Kitchen (TBK) is a progressive culinary arts and health education program. The TBK mission is to empower students, families and seniors by providing them with hands-on culinary skills and health education to make healthy, sustainable food decisions that can combat growing health disparities in our community.

This is a full-time position that offers a competitive salary based on the successful candidate's background and experience and includes excellent benefits, including health, dental, PTO and 403(b).

Role: Responsible for the implementation and management of the program and services for our participants, including identifying needs, developing program enhancements, leading classes, managing existing programs, building and maintaining relationships with community partners and social service providers and ensuring we are meeting our program goals.

Key Responsibilities:

TBK Program Management: (30%)

- Manage the coordination, implementation, and evaluation of TBK program.
- Collaborate with the HH program's team to develop various curricula and nutrient-dense recipes that

combine nutritional cooking skills and culinary arts training.

- Serve as the primary point of contact between Haley House and partner organizations.
- Manage inventory and track expenditures related to the TBK program.
- Monitor program performance and make adjustments as needed.
- Prepare and manage program budgets.
- Collect and analyze program evaluation data.
- Write program evaluation reports.

TBK Program Implementation: (70%)

- Lead and instruct TBK cooking classes, special events, and/or demonstrations utilizing TBK curriculum.
- Engage and focus students as they learn culinary techniques and challenge students to think critically about health as it relates to dietary choices.
- Source and/or purchase the needed ingredients for each class and submit receipts for reimbursement.
- Monitor and maintain a clean, safe, and secure environment by following health and safety procedures
- Direct volunteers in assisting with the class
- Facilitate reflections with students and volunteers following class to gauge what students learned.
- Complete class reports and obtain participant's surveys

Qualifications:

- Experience with teaching and curriculum development, and in particular teaching culinary arts.
- Experience in program management and supervision.
- Experience working with the Department of Youth Services, Department of Children and Families and/or justice involved youth preferred.
- Capacity to establish a rapport with youth and staff from diverse ethnic, cultural and/or socio-economic backgrounds, and ability to interact with people who are under physical and/or emotional stress.
- Knowledge of community resources and services for justice involved youth.
- Committed to working with a non-profit that addresses issues related to homelessness, housing, food insecurity, social justice and urban agriculture.
- Able to demonstrate patience, empathy, professionalism, and optimism.
- Excellent time management abilities.
- Ability to work late afternoons, early evening classes and some weekends.
- Strong organizational skills and able to complete class reporting.

Reports to:

Haley House Program Director

To Apply:

- Send cover letter and resume to Jay Vilar at jvilar@haleyhouse.org
- Applications should be submitted by February 24, 2023