



Job Description

Job Title: Instant Chef Program Coordinator
Department: Administration
Executive Director/ RCPC Marketing Committee
Reports to: Per Request Needed (PRN)
FLSA Status: 01/01/2019
Revision Date:

GENERAL POSITION SUMMARY

The Instant Chef program centers around a three hour class for participants that includes budgeting food costs and grocery shopping, simple meal preparation and planning, and how to use an electric pressure cooker. Under the guidance of the Marketing Committee the Instant Chef Program Coordinator is responsible for the implementation and operations of the Instant Chef Program. Duties include but are not limited to engaging the community, spreading the word about the program, fundraising activities, instant chef classes planning and coordination, budget monitoring and reporting.

This position is expected to work approximately 3.5 hours per week and work can be performed from home and in-office.

ESSENTIAL DUTIES AND RESPONSIBILITIES

General Responsibilities:

- Works closely with the marketing committee and community volunteers to meet the targets of the Instant Chef Program.
- Develops materials needed to promote the program.
- Promotes the program through social media outlets and other useful forms of communication
- Reinforces relationships with existing supporters and strives to recognize new supporters to fund the program for sustainability and growth.
- Coordinates the recruitment, training and service delivery of volunteers for the program.
- Works with the Finance Manager in the development and management of the program's budget.
- Oversees all operations
- Creates monthly or quarterly and annual reports.
- Assists in the development of class materials and curriculums.
- Stays informed in nutrition, family budgeting and cooking techniques for pressure cookers.
- Other duties may be assigned.

KNOWLEDGE, ABILITIES AND SKILLS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.



- Ability to communicate directly and respectfully. Excellent oral and written communication skills.
- Knowledge of Microsoft Office products and telephone protocol.
- Basic reading, writing, and arithmetic skills required.
- Avid Multitasking
- Detail oriented with a high level of accuracy; motivated and willing to take initiative.
- Team oriented.
- Maintain strict confidentiality.
- Excellent Interpersonal Skills.
- Dependable, consistent and accountable.
- Experience and/or desire to work in a non-profit environment and with families and children

MINIMUM EDUCATION/EXPERIENCE:

- Ability to work independently and from home
- High School Diploma or equivalent.
- Proven knowledge of basic computer skills and office equipment.
- Three years experience in fundraising and/or public relations.

PREFERRED EDUCATION/EXPERIENCE:

- Knowledge in cooking techniques, food budgeting and nutrition.
- Knowledgeable in pressure cookers
- Ability to work from home

ACKNOWLEDGEMENT

I acknowledge and understand that:

- Receipt of the job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.
- The job description provides a general summary of the position, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.
- Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, rules and regulations of the Resource Center for Parents & Children, Inc.
- I have read and understand this job description.
- My supervisor has reviewed this job description with me.



Print Employee Name:
Employee Signature:
Date:

Print Supervisor Name:
Supervisor Signature:
Date:

The above statements are intended only to describe the general nature and level of work to be performed by an employee assigned to this position. They are not intended to be construed either as an employment contract or as an exhaustive list of all responsibilities, duties, and skills required of persons so classified or assigned and are subject to change at the discretion of the employer.