

# HOT BREAD KITCHEN

*preserving tradition / rising expectations*

## **JOB POSTING: HBK INCUBATES PROGRAM COORDINATOR**

Hot Bread Kitchen is a non-profit social enterprise bakery that creates professional opportunities for immigrant women. In order to fund our professional training programs, we sell a line of fresh, multi-ethnic breads baked using traditional recipes, inspired by our bakers. We train our bakers in English, business skills, and kitchen math so that they are ready to launch new careers as business owners and culinary professionals.

Reporting to the Programs Director, the Program Coordinator will be responsible for events, logistics and administrative tasks of HBK Incubates. The Program Coordinator will be involved in all aspects of the incubator program, from program development and communications to events and reporting. The Program Coordinator will support and work in conjunction with the HBK Incubates team to guarantee the highest quality services to our program members.

The Program Coordinator will also work collaboratively with the CEO, Communications and Development team to support program events, and internal staff meetings. This position will require flexibility to occasionally work night or weekend hours for events and meetings as needed. We are looking for someone who is detail oriented, resourceful, proactive, and excited about entrepreneurship as well as growing with Hot Bread Kitchen.

### RESPONSIBILITIES:

#### *HBK Incubates Support—*

- Facilitates selection process of incubator members by tracking applicants, screening submitted applications for completeness, scheduling interviews, and notifying applicants of the outcome
- Compiles and maintains HBK Incubates program reporting information for all incubator applicants and members using program management data tracking system; report on relevant program data monthly or quarterly, and as needed for funders
- Coordinates and assists with workshops, events and new member orientations for entrepreneurs; prepares and creates marketing materials; communicates dates and information; assists in set-up and breakdown of the necessary space
- Works with the HBK Incubates team to track member requirements, progress and status by collecting key program metrics, and prepares information to report to HBK Incubates Program Director
- Updates key internal communication and programmatic documents; collaborates with program staff to ensure all materials are kept up-to-date
- Develops external communication and various materials to facilitate outreach efforts and promote the incubation program

- Utilizes social media tools to promote incubator program and active members
- Manages incubator inbox and voicemails to provide support with responding to kitchen rental and incubator program inquiries
- Supports the development of additional revenue generation streams, such as classes, events, or other
- Coordinates with Culinary Consultant and Program Director to insure coverage of all immediate on-site needs including answering kitchen-related questions and responding to emergencies

#### *Communications Support–*

- Assists in coordination of speaking events and activities for Communications and HBK Incubates teams
- Works with Program Director to develop own work plan in accordance with program and organization objectives and needs. Works independently to comply with program work plan. Adjusts activities when needed to guarantee program success.
- Performs additional administrative tasks supporting daily operations and special projects as needs arise

#### DESIRED SKILLS & EXPERIENCE:

- BA/BS degree
- Strong written and verbal communication and cross cultural sensitivity
- Advanced organizational skills and detail-oriented in all work activities
- Demonstrated ability to multitask effectively and work independently
- Strong interpersonal/relationship building and ability to build and maintain positive and productive working relationships with both staff and incubator members
- Passion for helping food entrepreneurs and interest in business, sales and social enterprise
- Financial and analytical skills a plus
- Proficiency in Google Apps, Microsoft Word, Excel, and PowerPoint
- Flexible to work night or weekend hours when necessary
- Spanish speaking a plus
- Commitment to Hot Bread Kitchen's mission of empowering low-income foreign-born women and NYC food entrepreneurs

#### SCHEDULE:

This position is full-time.

#### TO APPLY:

Interested candidates must email:

- A brief statement of interest
- A resume that includes at least two professional references

to [HR@hotbreadkitchen.org](mailto:HR@hotbreadkitchen.org) with “Program Coordinator” and your name (Last, First) in the subject line.

Only applicants meeting the position’s requirements will be considered. Qualified candidates will be contacted for an interview. No phone calls, resumes via postal mail, or walk-ins please.