



Program Coordinator

Organization Description

Hot Bread Kitchen (HBK) is a not-for-profit social enterprise based in NYC that promotes economic independence for foreign-born and low-income women through professional bakery training programs and start-up business incubation programs. Project Launch, our on-the-job paid bakery program, also includes English classes and places graduate bakers in commercial bakeries. HBK Incubates, our culinary incubator and business development program, provides comprehensive food business support to male and female entrepreneurs of all backgrounds by offering commercial kitchen rental, financial advising, and workshops.

Job Description

Reporting to the Program 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 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.

Specific Duties

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 and other communications 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 in a timely manner
- Supports the development of additional revenue generation streams, such as classes, events, or other
- Coordinates with Facilities Supervisor and Program Director to ensure coverage of all immediate on-site needs including answering kitchen-related questions and responding to emergencies
- Assists in coordination of speaking events and activities for Communications and HBK Incubates teams
- Works with Program Director to develop 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

Skills and Experience Desired:

- 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
- Experience with Salesforce and Mailchimp a plus
- 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

To Apply:

Please submit the following via email to HR@HotBreadKitchen.org (please include: "Program Coordinator" in the subject line):

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