



## **HOT BREAD KITCHEN SOCIAL IMPACT PROGRAMS 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. Bakers in Training, 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:**

Hot Bread Kitchen seeks a coordinator to assist in the administration and development of two programs: the existing Bakers in Training program, and a new business arm of the organization, which will take the form of a worker-owned cooperative. The ideal candidate will have interest and/or experience in social enterprise, as well as an interest and/or experience in business administration. The candidate will also have experience and comfort interacting with the public and demonstrated written and oral presentation skills.

### **RESPONSIBILITIES INCLUDE:**

- Develop, maintain and leverage partnerships with community-based organizations to solicit referrals for the Bakers in Training program
- Manage the application, intake and group interview process for Bakers in Training applicants
- Track and report on applicants and community partnership activities
- Maintain a meticulous database (Salesforce) of applicants, trainees and alumni and their activities
- Facilitate scheduling and organization of training program and its participants
- Provide metrics to development team for grant writing and reporting
- Administer and coordinate the efforts of the Bakers in Training alumnae association
- Assist in the formation, launch and administration a new business arm of the organization, including identifying founding members, participating in the creation of a feasibility study and a business plan, and writing and delivering a curriculum of training to founding members

- Provide/coordinate back office support (accounting, scheduling, human resources, customer database) to cooperative business

DESIRED SKILLS & EXPERIENCE:

- B.A. or M.A. in Business, Public Administration, Community Development, Sociology, Food Studies or other related field
- Project Management Experience
- Food Industry Experience
- Computer literacy (including MS Office and Salesforce)
- Spanish and French Proficiency
- Strong interpersonal/relationship building and professional communication skills
- Passion for helping food workers and entrepreneurs and desire to learn about social enterprises
- Flexible to work night or weekend hours if necessary
- Commitment to Hot Bread Kitchen's mission of empowering low-income foreign-born women and NYC food entrepreneurs

SCHEDULE:

This position is full-time. Candidate must be willing to work an unconventional schedule including evening hours, weekends and holidays.

Salaried.