



POSITION OPENING: Community Outreach Coordinator Part Time, Hourly

Date: February 26, 2018

About Hot Bread Kitchen:

Hot Bread Kitchen is a non-profit social enterprise based in East Harlem that creates economic opportunity through careers in food. We achieve our mission through our two main programs: Bakers in Training, an intensive, paid on-the-job training program in bread-baking in our commercial bakery for low-income and immigrant women who face significant barriers to employment; and HBK Incubates, a culinary incubator that provides licensed commercial kitchen access and business development support for food entrepreneurs. Hot Bread Kitchen seeks to quadruple the number of women we serve in our workforce development program in 2018 with kitchen fundamentals training and managerial track job placements in the culinary industry among New York's leading food employers through a new apprenticeship model that builds on our decade of experience as a direct trainer and employer for women in need.

Job Description:

Hot Bread Kitchen seeks an energetic and creative community outreach coordinator to expand access to our training program across all five New York boroughs. The Community Outreach Coordinator will work with our team to build and identify a robust pipeline of strong candidates for our training program from New York City's vulnerable populations, particularly those in immigrant communities.

- Conduct regular recruitment to build HBK's pipeline of candidates
- Develop and maintain relationships with community members and community leaders
- Plan, implement and coordinate successful community outreach/recruitment campaigns as well as digital strategies
- Organize "block-walking" activities to solicit interest for the program in NYC's many diverse immigrant neighborhoods
- Identify local community leadership that can provide support and direction in our recruiting efforts
- Develop materials and tools for education and outreach to potential candidates
- Work with program alumni to develop alumni channels of engagement

Qualifications:

- Ability to work in diverse communities with people from various backgrounds
- Highly motivated individual with a passion for engaging communities

- Ability to work evenings and weekends
- Strong relational skills and ability to connect, engage, and inspire community members
- Strong and effective communicator
- Self-starter with the ability to work both in a team structure and independently, as needed
- Strong initiative and creative thinking; well-developed interpersonal skills with the ability to collaborate with diverse groups
- Excellent project management and tracking skills and ability to follow-through
- 1-3 years applicable work experience
- Fluency in a second (or more) language (including Spanish, French, Arabic, Bengali)
- Preferred knowledge of the following target neighborhoods: Sunset Park, Bensonhurst, Flatbush, Jackson Heights, Elmhurst, Corona, Flushing, Forest Hills, Parkchester, Concourse/Concourse Village, or Washington Heights.

To Apply:

Applications **must include a cover letter and resume** and should be sent to: HR@hotbreadkitchen.org. Please include "Community Outreach Coordinator - Your Name" in the subject line. Hot Bread Kitchen is an equal opportunity employer and is committed to promoting a diverse workplace.

Schedule:

This is an hourly paid position at \$15/hour with flexibility in determining the schedule for 10-15 hours a week. Work activities are expected to take place in target outreach neighborhoods with occasional team meetings at East Harlem headquarters or our training facility in Soho.