



## **PROGRAM MANAGER (BRIDGE PROGRAMS)**

### **ABOUT HOT BREAD KITCHEN**

Hot Bread Kitchen's mission is to create economic mobility for individuals impacted by gender, racial, social, and/or economic inequality in New York City, historically using the vibrant potential of the food industry as a pathway forward. With over a decade of successful programming under our belt, Hot Bread Kitchen has set a three-year strategic vision to scale our organization once again, this time as New York City navigates through the uncertainties of the pandemic and plans for economic recovery.

### **JOB OVERVIEW**

At Hot Bread Kitchen, the Bridge Program Manager will support the implementation of Hot Bread Kitchen's three-year strategic plan by leading the development, delivery and scaling of Bridge Programs. Traditionally, Bridge Programs prepare individuals with the foundational skills needed to enter and succeed in job training programs. At Hot Bread Kitchen, these programs currently include English as a Second Language (ESL), digital literacy, and professional readiness; they are designed to prepare candidates for our Culinary Workforce Program, Facility Management Workforce Program, or Small Business Program. You believe bridge programs are a driver of economic mobility and are excited to bring your creativity, strategic mindset, and background in learning/education to expand upon these current offerings. You will build robust programs to help program participants prepare for and transition to job training programs, embark on their careers and/or launch their small businesses. The Bridge Program Manager will report to the Director of Programs.

### **General Responsibilities**

The Bridge Program Manager is responsible for overseeing a successful Bridge Program with the following responsibilities:

- In partnership with the Job Training and Education Program Manager and the Food Entrepreneur in Residence, develop a comprehensive suite of contextualized Bridge Program course offerings.
- Execute the successful delivery of these programs by:
  - Identifying, vetting and managing partnerships with quality and impactful organizations and instructors
  - Creating systems and processes for developing and executing programs
  - Ensuring that program offerings are market driven, reflecting the needs of employer partners and small businesses.



- Working with the Community Engagement team to identify community outpost spaces and to ensure a steady pipeline of class participants
- Collaborating with the Job Training and Small Business Managers to ensure that the Bridge Program effectively prepares participants for Hot Bread Kitchen job training and small business programs
- Developing systems for communicating with the Member Engagement team if/when a Member is not able to complete a class, ensuring they are directed to the appropriate Hot Bread Kitchen resource
- Track success metrics, partnering with the Data and Impact team to track all data and collect Member success stories.
- Works in partnership with development team to develop proposals, reporting and meeting pitches.

### **Qualifications**

- A working understanding of the immigrant population and their barriers to entry into the workforce
- 2-3 years' experience in program management/coordination, preferably in workforce development/education
- An understanding of the role Bridge programs play within the workforce development system
- Passion for Hot Bread Kitchen's mission
- Proactive, resourceful and innovative with an entrepreneurial spirit
- Comfortable in a fast-paced environment with ambitious deadlines
- Big-picture thinker with a strategic mindset, identifies opportunities to create efficiencies and make improvements
- Strong communicator; adept at working cross-functionally within and across teams
- Data-driven, uses hard data to make strategic programmatic decisions
- Team player with the ability to receive feedback
- General computer proficiency in Microsoft Office, Google platforms, and productivity software

### **Compensation and Benefits:**

This is a full-time position. The salary begins at \$70,000 and is commensurate with experience.

Hot Bread Kitchen's comprehensive benefits package includes health/vision/dental insurance (available from day one!), 401K contributions, flexible vacation time, family leave, and sabbatical program. Our organizational culture is entrepreneurial, flexible, and civically-minded (learn more about our culture on [hotbreadkitchen.org/careers!](http://hotbreadkitchen.org/careers!))

**Location**

This position is a hybrid of remote work and the ability to be onsite as needed. Our offices are open in line with city, state, and organizational guidelines.

**To Apply**

Applications must include a cover letter & resume and should be sent to: [hr@hotbreadkitchen.org](mailto:hr@hotbreadkitchen.org). Please include "Bridge Program Manager - Your Name" in the subject line.

*Hot Bread Kitchen is an Equal Opportunity Employer and does not discriminate against applicants based on race, religion, color, disability, medical condition, legally protected genetic information, national origin, gender, sexual orientation, marital status, gender identity or expression, sex (including pregnancy, childbirth or related medical conditions), age, veteran status or other legally protected characteristics. Any applicant with a mental or physical disability who requires an accommodation during the application process should contact [hr@hotbreadkitchen.org](mailto:hr@hotbreadkitchen.org) to request such an accommodation*