



## Job Posting Hot Bread Kitchen Chief of Staff

### About Hot Bread Kitchen

Hot Bread Kitchen creates economic opportunity for immigrant women and women of color through job skills training, food entrepreneurship programs, and an ecosystem of support in New York City. 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 to support New York City's economic recovery.

### The Opportunity

Hot Bread Kitchen is seeking a Chief of Staff who will support the Chief Executive Officer and Executive Team in setting strategic priorities, managing and prioritizing the workflow of the CEO's office, and collaborating with senior staff to implement critical projects and workflows that advance Hot Bread Kitchen's mission and goals. The Chief of Staff will conduct and coordinate internal and external communications; facilitate collaboration between departments and with external partners to efficiently achieve the organization's goals; assist with all events involving the CEO; serve as a lead with the organization's Board of Directors and other advisory boards; and be a trusted thought partner to the CEO and Executive Team.

### Key Responsibilities include (but are not limited to):

- **Staff the Chief Executive Officer:** Collaborate with the CEO to identify priorities, strategically align her time, act as a thought partner, manage executive communications (including drafting and coordinating internal and external messages), and manage the CEO's calendar
  - **Meeting and Event Preparation:** In collaboration with other senior staff, identify and facilitate internal and external meetings, establish processes to ensure the CEO's meetings are efficient and actionable, follow up on action items, ensure the CEO is prepared for all events with briefing materials and prepared remarks, manage event logistics on behalf of the CEO
- **Board Management:** Create materials for and manage all logistics of Boards (including Board of Director and advisory board meetings), support governance of the Board of Directors, and facilitate the CEO's communications with the Boards
- **Project Management:** Manage interdepartmental projects and develop strategies for external stakeholder engagement
- **Support All Staff Meetings and Culture:** Plan and execute offsite meetings, retreats, and other special meetings for all departments. When needed, the Chief of Staff will also assist with administrative tasks and projects.



## Desired Attributes

- Has a deep passion for Hot Bread Kitchen's mission and vision to advance economic mobility for women utilizing New York City's vibrant food industry;
- Enjoys collaboration and communication, and has a commitment to advancing transparency; sharing information as appropriate; and contributing to a positive, supportive and fun work culture;
- Has the ability to advance Hot Bread Kitchen's DEIA goals and commitment to anti-racism, equity, and inclusion;
- Can demonstrate their ability to handle highly sensitive and confidential information with the utmost discretion;
- Has exceptional writing and oral presentation skills, and can create presentations in multiple formats;
- Is highly organized and able to utilize technology tools and other systems to manage many projects at once;
- Is proactive in accomplishing tasks and goals;
- Is able to manage an executive calendar, and can assess scheduling and other priorities such that the CEO is being efficient and effective with her time and
- Is flexible and nimble, and is willing to assist with administrative tasks and projects as needed, at the request of the CEO

## Compensation + Benefits

This is a full-time position with a salary starting at \$70,000 Hot Bread Kitchen's comprehensive benefits package includes health/vision/dental insurance (available from day one), 401K contributions, flexible vacation time, paid parental leave, and a sabbatical program. Our organizational culture is entrepreneurial, flexible, and civically-minded (learn more about our culture on [hotbreadkitchen.org/careers](https://hotbreadkitchen.org/careers))

## Location

We offer a flexible and hybrid working environment. This position will require working in-person in our office in Chelsea Market several days each week. We follow New York City and State guidelines on COVID-19 vaccination and masking.

## To apply, please include

- Cover letter
- Experience-aligned resume

Send complete applications to [hr@hotbreadkitchen.org](mailto:hr@hotbreadkitchen.org) with your name and "Chief of Staff" included in the subject line. *Please note due to the volume of applications, only complete applications will be considered.*



*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.*