



## Culinary Career Advancement Program Manager

### 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, using the vibrant potential of the food industry as a pathway forward. We seek to expand skills, connections, and life-changing opportunities for talented women and small businesses.

### JOB OVERVIEW

Hot Bread Kitchen seeks a results-driven and partnership-oriented Manager of our Culinary Upskilling and Career Advancement Program, which helps the individuals we support advance from their initial entry-level job placement in the culinary industry. The Program Manager will spearhead work that supports immigrant women, women of color, and others in the food industry on their journey toward economic mobility and a living wage. This role will meaningfully build and expand upon Hot Bread Kitchen's history of connecting women with stability through food careers by providing program participants with advancement opportunities.

The Program Manager will be responsible for identifying career advancement pathways for workers within the food industry, and then developing and implementing training programs that provide workers in the culinary sector with upskilling opportunities. These advanced skills trainings should be responsive to employer partner needs and lead to higher wages and promotions for the culinary workforce. The Program Manager will also oversee Hot Bread Kitchen's Job Quality Initiative, which supports a cohort of food businesses in improving job quality standards for workers.

This position will collaborate closely with the Culinary Job Training and Placement team, which includes the Culinary Instruction team, the Employer Partnerships Manager and the Bridge Program Manager. This position reports directly to the Director of Programs.

### General Responsibilities:

- **Food Employer Partnership Network**
  - Systematically engage key employment partners to identify and maintain a pulse on food industry skills gaps
  - Cultivate and collaborate with an employer partner network to map out career advancement pathways within the food industry that are both related and unrelated to food production
  - Identify and cultivate partnerships with employers that will commit to hiring or promoting participants
  - Manage Hot Bread Kitchen's Quality Job Initiative (QJI), which works closely with a cohort of small food businesses to identify operational solutions that lead to improved job quality standards



- Collaborate with the Director of Editorial and Strategic Initiatives to publish a white paper that distills lessons learned from QJI, including recommendations for food businesses seeking to improve job quality standards
- Recommend appropriate next steps to advance food industry systems-changes through our Job Quality Initiative work
- As needed, assist with initial food job placement activities, including coordinating job interviews for members with employer partners, supporting program activities such as mock interviews, and resume creation
- **Culinary Upskilling Training and Career Advancement**
  - Use information and data collected from employer partners and based on market research to design upskilling training programs that will position Hot Bread Kitchen members for career advancement opportunities
  - Conduct landscape analysis of existing trainings that Hot Bread Kitchen can leverage and adapt
  - Identify and develop partnerships required to deliver the upskilling trainings, including program instructors
  - Collaborate with the Community and Member Engagement team as well as employer partners to ensure a steady pipeline of program participants, which may include incumbent workers
- **Data Management and Outcomes**
  - Determine and track key success metrics for the organization's upskilling and career advancement work
  - Collect, and enter into Salesforce, real-time data from members, such as tracking their first two years of employment post-training, including job quality metrics

## Qualifications

- 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;
- An understanding of/experience in the food industry strongly preferred;
- 2-3 years of experience in relationship building and partnership cultivation;
- Excellent written and verbal communications skills; strong case-making abilities and comfort pitching and presenting to senior level corporate staff;
- Experience in learning and development and/or program design strongly preferred;
- A working understanding of the immigrant population and their barriers to career advancement;
- Data-driven: uses hard data to make strategic programmatic decisions
- Proactive, resourceful and innovative with an entrepreneurial spirit;
- Thrives in a fast-paced and energetic team atmosphere with ambitious deadlines; successful team members are self-directed, with effective time management, organizational skills and ability to simultaneously manage several priorities
- Big-picture thinker with a strategic mindset, identifies opportunities to create efficiencies and make improvements



- General computer proficiency in Microsoft Office, Google platforms, and productivity software; experience with Salesforce experience a plus.

This is a hybrid position, and will require working in our office in Chelsea Market several days each week.