



Sofia Quintero

art and cultural center, inc.

1222 Broadway St. Toledo, OH 43609 419-241-1655

## JOB DESCRIPTION

### CENARE PROGRAM COORDINATOR

#### **SQACC Mission**

The Sofia Quintero Art & Cultural Center, Inc. advances the important roles that art and education play in everyday lives. We support and give voice to artistic and educational expressions that advance community development, cultural diversity, global awareness, responsibility and social equality, as well as empowerment of the Latina and Latino identities.

Position: CENARE (Culinary Education Nutrition And Responsible Eating) Program Coordinator. This program, which is currently funded by United Way strives to offer educational opportunities to the local community regarding living a healthy lifestyle. This position has the opportunity to create a fun and interactive culinary and active lifestyle curriculum. CENARE strives to increase the amount of healthy individuals in the community by educating them on nutrition and helping to provide resources to reach this goal.

Objective: To establish an educational and hands-on nutrition program for families and children that teaches and promotes:

- Healthy nutritional eating, food shopping and cooking classes utilizing Nana's kitchen.
- Disseminating education on Latino culinary cuisines.
- Physical activities and exercises (ie. Zumba, Salsa Dancing) that lead to a healthier lifestyle.
- Utilization of SQACC's Community Gardens (use of fresh grown produce) and Greenspace.
- Education that promotes the growing of vegetables and fruits at home.

#### Responsibilities and Duties:

- Oversee and be the main staff contact for the CENARE program
- Work to meet the program objectives, goals and outputs listed within the reporting system
- Work with and assist staff for general SQACC events and fundraisers
- Represent SQACC at community events and/or Expos to help educate the community about SQACC and the CENARE program
- Recruit and maintain the necessary number of program participants. Work in collaboration with other agencies, institutions and/or individuals to recruit participants and develop partnerships
- When applicable; work closely with the SQACC culinary instructor to form and/or discuss cooking classes
- Develop and instruct the CENARE curriculum following the listed objectives and program plans
- Responsible for recording, documenting and evaluating program participants and activities in the United Way CB Andar System, as well as, submitting reports to the SQACC Executive Director and the Board of Trustees
- Recruit and evaluate guest chefs/instructors to teach hands on classes
- Organize tours to local grocery stores or provide an interactive tour

- Prepare and communicate the program schedule ahead of time, communicating with the necessary SQACC staff as well as updating the necessary SQACC calendars
- Responsible for tracking and budgeting the CENARE program as a whole, as well as, income and expenses on a monthly basis
- Responsible for submitting financial reports and documentation to the necessary staff and/or Board of Trustees
- Plant, maintain, clean and harvest Nana's Garden
- When necessary, recruit volunteers to help with general SQACC events and/or CENARE programs and events
- Teach youth in and outside of the kitchen (Ex. different cuisines, cooking styles, safety and using produce from Nana's Garden.)
- Responsible for purchasing and organizing all necessary items needed for the program
- Responsible for set up, cleaning, organizing, restocking, etc. of the kitchen, pantry and storage areas – in relation to the CENARE program
- Maintain a clean, safe and organized work area
- Attend any necessary meetings and/or trainings held by United Way in relation to the program
- Responsible with other staff for general duties; answering phones, customer service, taking care of the office space
- Other duties as directed or assigned by the Executive Director

#### **DESIRED QUALIFICATIONS AND EXPERIENCE**

- Experience working with both Latino and Multicultural communities as well as the nonprofit industry
- Knowledge of healthy eating in regards to recipes, nutrition, general info
- Comfortable with grant reporting
- Ability to communicate effectively in oral and written form to both youth and adults
- Ability to work cooperatively with colleagues, parents, and community members
- Strong organizational and time management skills
- Able to monitor program budgets
- Skills in Microsoft Suite
- Hold certifications of ServSafe #1 and #2 or become certified within the first 4 months of employment (May be dependent on training schedule)
- Bilingual skills (Spanish and English) is a plus

#### **POSITION DETAILS**

- Full Time Position: 40 hours per week
- Hourly (\$14.50 per hour)

For questions please email the Executive Director, Taylor Burciaga at [eod.sqacc@gmail.com](mailto:eod.sqacc@gmail.com). To apply, please email a cover letter, resume and references to [eod.sqacc@gmail.com](mailto:eod.sqacc@gmail.com). Candidates may apply up until May 31, 2019.