



Youth-led change for a healthy future

The Sylvania Center Chef Assistant (3-10 hours per week)

*This position is both in-person and remote.

The Sylvania Center

The Sylvania Center educates young people about the connection between food and health, empowering them to lead healthier lives. We partner with community kitchens, schools, and social justice organizations to work with students to identify easily obtainable nourishing foods, master basic cooking and kitchen skills and comprehend the fundamentals of the food system. Our students gain confidence and leadership skills knowing they can do something that's healthy for themselves and their own families.

We believe that we can grow a more equitable food system by engaging youth as advocates for nutritious food in their own communities, and by providing real opportunities for their future.

The program operates in all five boroughs of New York City and in Columbia County.

Programs (100%)

- **Program Admin:** Working closely with the Chef Educators and Program Managers to share the responsibility of communication around classes, teaching community classes and supporting existing programs.
 - Actively participating in tandem with program team on tasks including weekly correspondence, and data entry
- **Chef Assistant:** Serve as Chef Assistant virtually or in person at school and community partner sites as feasible and required.
 - Assist Chef Educator with teaching classes by effectively implementing The Sylvania Center's curriculum, which includes cooking instruction, nutrition education, and activities, while being aligned with The Sylvania Center's core values.
 - Assist with distribution of printed or virtual materials for classes such as recipes, curriculum and surveys
 - Assist with maintaining accurate records for attendance and any additional tracking as required
 - Clean and sanitize workspaces prior to, between and after classes

The Sylvania Center
2417 Third Avenue, Suite 301
Bronx, NY 10451
(p) 212-337-6093

The Sylvania Center at Katchkie Farm
745B Fischer Rd.
Kinderhook, NY 12106

sylviacenter.org

Admin (10%)

- **Ad hoc administration:** Including but not limited to, reporting, special projects, ect.
 - Attend all staff meetings and trainings, and collaborate with fellow program staff.
 - Assist as needed with two annual fundraising events

Required Qualifications:

- Passion for working with and/or teaching youth required
- Experience with Google Suite and remote work
- Experience understanding and meeting the needs of diverse communities
- Enthusiastic, energetic, and able to work quickly and efficiently in a fast-paced environment
- High level of social and emotional intelligence
- Ability to effectively improvise and adapt
- Detail-oriented and great multi-tasker, who is responsible and focused
- Demonstrated passion for food justice and food access issues in New York state
- Ability to lift 50lbs
- Ability to stand on your feet for 5 hours at a time

The Sylvia Center is an inclusive, non-discriminatory organization. The position will be based in New York City. Ability to travel between program sites and the surrounding area required. This is a nonexempt year round hourly position. The starting pay range for this position is \$15-20/hr dependent on experience. Only individuals who have been vaccinated against Covid-19 will be permitted to work at The Sylvia Center sites.