



Creating Healthy Communities
Through the Power of Cooking

The Sylvia Center Job Description

Title: Programs Administrator

Reports to: Education Director

Terms: Part-time, 20-30 hours/week

Location: Hybrid, NYC and Remote

Organization Overview:

The Sylvania Center(TSC)'s vision is to create healthy communities through the power of cooking. Our mission is to educate young people and families through culinary programming to promote health and wellbeing. Our organization empowers children and teens to take control of their health through better food choices and encourages them to be healthy food advocates in their communities.

TSC partners with community-based organizations, libraries, and schools to deliver nutrition-focused culinary programming in all five boroughs of New York City, the Hudson Valley, and the Capital District. TSC works in neighborhoods with limited food access, engaging students, 3-24 years-old, and families. A 501(c)3 nonprofit organization with an operating budget of \$1.9 million, TSC has a full-time staff of ten and a part-time staff of approximately 35. Since its founding in 2007, more than 38,000 participants have been served.

Job Overview:

The Sylvania Center is seeking a part-time Programs Administrator. The Programs Administrator will be responsible for supporting the program management team with administrative duties related to successful implementation of programs. Program procurement, tracking and planning, in addition to administrative and staff support, are key responsibilities.

Responsibilities:

Program Administration:

- Manage program department administration, including, but not limited to, program expenses, fees, contracts, invoices, student waivers, and community partner subcontracts.
- Ensure timely and accurate tracking of program reach data and partner communications.
- Maintain organized and accurate supply inventory controls.
- Organize and support part-time staff on administrative tasks on The Sylvania Center technology platforms.
- Other duties, as assigned.

Program Implementation:

- Support Chef Educators in all five boroughs in delivering program curriculum aligned with NYS standards with fidelity.
- Procure, prepare, and organize materials for programs, including, but not limited to, curriculum, equipment, and recipes.
- Contribute to maintenance of community partner relations.
- Consistently collect and follow-up on program evaluations.
- Represent TSC at fundraising and community events and host VIPs on site visits to classes.

Experience and Skills:

Preferred experience:

- Minimum two years of professional experience in office administration/office management
- Preferred experience in nutrition and/or culinary education

Required competencies:

- Ability to work independently as well as collaboratively on assigned tasks
- Detail-oriented
- Ability to effectively improvise and adapt to changing situations
- Google Suite, specifically Google sheets, required, and Salesforce, preferred

Other requirements:

- Passion for food education, food justice, and food access
- Ability to lift 50 lbs and to stand on your feet for 5 hours at a time

Organization Benefits:

We are a diverse group of food loving individuals who proudly support our mission of healthy food education. By joining our team, you will get:

- An organization that believes and invests in employee growth, development, and success. More than 70% of staff have been promoted to the next level of responsibility at our organization.
- A generous time off package, including 3 paid vacation days, organizational holidays and sick leave
- Depending on hours worked, may be eligible for health care benefits after three months in the position.
- Free staff lunch when on-site at the Bronx office.
- Opportunity to travel within New York City and to our organic farm in the Hudson Valley.

Compensation and Work Hours/Location:

The Sylvania Center offers competitive wages. This is a non-exempt, full-year, part-time position offering \$30-35/hour based on experience. Business hours are flexible, but are generally 9am-5pm Monday-Friday. Occasional evening and weekend work is required to support programmatic and organizational events. The position is based in New York City. Ability to travel between program sites and the surrounding area is required. The position is hybrid work with one Bronx office day required biweekly.

To apply for this position:

Candidates should email their resume and a cover letter explaining why they think they can successfully fill this position for The Sylvania Center to info@sylviacenter.org. Please state the position in the email title.

The Sylvania Center is an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, caste, tribe, age (40 or older), disability status, protected veteran status or any other characteristic protected by law.