



Creating Healthy Communities
Through the Power of Cooking

Upstate Programs Manager Job Description

Reports to: Education Programs Director

Terms: Full-time

Location: Hybrid: In person in Kinderhook, NY and Remote

Organization Overview:

The Sylvia 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 well-being. Our organization provides the cooking and nutrition knowledge and skills that empower children, teens, and families to make healthy food choices throughout their lives.

TSC partners with community-based organizations, libraries, and schools to deliver nutrition-focused culinary programming in the Hudson Valley (Columbia County), all five boroughs of New York City, and the Capital District. TSC works in neighborhoods with limited food access and food education programming, engaging students, 2-24 years-old and family members. A 501(c)3 nonprofit organization with an operating budget of approximately \$2 million, TSC has a full-time staff of eight and a part-time staff of approximately 40. Since its founding in 2007, over 45,000 participants have been served.

Job Overview:

The Sylvia Center at Katchkie Farm in Kinderhook, NY is seeking a full-time Upstate Programs Manager who will be responsible for ensuring the effective delivery of The Sylvia Center programs with a specific focus in the Hudson Valley and the Capital District. Key responsibilities include program outreach and development, program implementation, and staff management and professional development. Reporting to the Education Programs Director, the Upstate Programs Manager works in collaboration with a larger regional programs team that includes a Senior Programs Manager for Youth and Families, a Teen Programs Manager, a Learning Garden Manager, as well as program coordinators.

We are a diverse group of food loving individuals who proudly support our vision of healthy food education. By joining our team, you will become a part of an organization that believes in employee growth, development, and success. You will also get:

- A generous time off package, including 15 vacation and 5 personal days, 11 holidays, sick leave, a paid week off at the end of the calendar year, and four "work from anywhere" in the USA weeks per year.
- Employee healthcare benefits with approximately 80% employer contribution.



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- Opportunity to travel throughout the Hudson Valley, Capital District and to our organic farm in Kinderhook.

Responsibilities and Duties:

Program Outreach and Development:

In collaboration with the Education Programs Director and other members of the programs team, grow and innovate program offerings by building relationships with new partners and expanding and deepening relationships with existing partners.

- Organize, implement, and track outreach and program prospecting for all Upstate programs.
- Build strong relationships with schools and communities in order to grow programming.
- Execute on annual program plans, especially meeting departmental goals and grant deliverables.
- Identify and participate in networking opportunities across the region.

Program Implementation:

Ensure high-quality, effective, and efficient program implementation across The Sylvia Center's Upstate programs.

- Collaborate with the Garden Manager on program development and implementation, for both culinary and farm programs.
- Procure, prepare, and organize materials, equipment, ingredients for community and school programs, including meal kit pack-outs.
- Serve as an chef educator for upstate programs at school and community partner sites once per program cycle (fall, spring, and summer).

Staff Management and Professional Development:

Interview, hire, train, and oversee upstate part-time community educators, assistants and interns, including conducting regular 1:1 supervision meetings.

- Create program and part-time staff schedules, including assisting educators in lesson and recipe planning.
- Support the development and implementation of training and professional development activities for program staff throughout the year.
- Provide feedback and counsel to the Education Programs Director on training needs of Upstate team members.
- Conduct classroom observations and provide feedback to Upstate educators.

Communications:

- Lead monthly Upstate team meetings.
- Maintain regular communication with Upstate program staff about program updates, required professional development/training sessions, team meetings, and other pertinent information, as needed.



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- Assist the Communications team in creating content for community outreach/engagement (social media, email blasts, newsletter, etc).

Program Administration:

- Manage evaluation data collection, input, and reporting.
- Ensure program food and supplies are procured efficiently and cost-effectively.
- Other related assignments, as necessary

Qualifications and Experience:

- Minimum three years in youth- and family-focused education
- Minimum of two years of direct service program work
- Managing a small team (3+ part-time staff)
- Professional expertise in nutrition education and/or culinary
- Competence with Google Workspace
- Valid driver's license

You should apply to this position if you are:

- Energized by working in a fast-paced environment collaboratively with a small team
- A professional with a keen attention to detail and exceptional organizational and problem-solving skills
- A lifelong learner who considers new tasks growth opportunities
- Flexible, open-minded, and a highly engaged team player
- Able to manage multiple projects simultaneously and consistently meet deadlines
- Passionate about food education, food justice, and food access

Compensation and Work Hours/Location:

This is an exempt, full-time position with a pay rate of \$60,500 - \$62,500 based on experience. Business hours are flexible, but are generally 9am-5pm Monday-Friday. The position will be based on Katchkie Farm in Kinderhook, NY. Hybrid work with in person office days and site visits required in agreement with the supervisor. Ability to travel between program sites in Columbia County, the Capital District and the surrounding area is required.

To apply for this position:

Candidates should email their resume and a cover letter to The Sylvia Center at careers@sylviacenter.org. Please include the position title-last name in the email subject line.

The Sylvia 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.