



Creating Healthy Communities  
Through the Power of Cooking

## The Sylvia Center Job Description

**Title:** Chef Educator

**Reports to:** Program Manager(s)

**Terms:** Part-time

**Location:** Hybrid, Columbia County, Capital District 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 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 Sylvia Center is seeking a Chef Educator, who will play a pivotal role in our mission to promote healthy food education. As a Chef Educator, you will lead culinary programs, inspire young individuals to embrace nutritious cooking, and contribute to our organization's overall success. Your primary responsibilities will include delivering engaging culinary education experiences, mentoring participants, and fostering a love for food and cooking.

We are a diverse group of food loving individuals who proudly support our mission of healthy food education.

### **Responsibilities:**

Program Implementation:

- Teach classes by effectively implementing The Sylvia Center's curriculum, which includes cooking instruction, nutrition education, and activities, while being aligned with The Sylvia Center's core values.



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- Manage distribution of printed or virtual materials for classes such as recipes, curriculum and surveys
- Maintain accurate records for attendance and any additional tracking as required
- Clean and sanitize workspaces prior to, between and after classes
- Working with Program Managers to coordinate Chef Assistants, interns and/or volunteers.
- Collaborate on curriculum, lesson plans, and recipes as needed.
- Garden and harvesting (if applicable): In conjunction with Katchkie Farm, help upkeep the garden and harvest produce for programs.

#### Program Admin:

- Working closely with the Program Managers and Education Director to share the responsibility of attending community meetings and coordinating community partner relationships, including but not limited to communication around classes, teaching community classes and supporting existing programs.
- Actively participating in tandem with program team on tasks including recruitment, weekly correspondence, and data entry
- 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 and annual community events
- Other duties, as assigned

#### **Experience and Skills:**

- Demonstrated passion for working with and/or teaching youth required
- Nutrition and/or culinary experience preferred
- Demonstrated experience with Google Suite
- Experience understanding and meeting the needs of diverse communities
- Enthusiastic, energetic, and able to work quickly and efficiently in a fast-paced environment
- Ability to effectively improvise and adapt
- Detail-oriented and great multi-tasker, who is responsible and focused
- Ability to lift 50lbs
- Ability to stand on your feet for 5 hours at a time

#### **Compensation and Work Hours/Location:**

The Sylvia Center is an inclusive, non-discriminatory organization. The position will be based in /or Columbia County/Katchkie Farm. 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 \$22-27/hr admin rate and \$41-46/hr class rate dependent on experience.



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**To Apply:**

Candidates should email their resume and a cover letter to The Sylvia Center [info@sylviacenter.org](mailto:info@sylviacenter.org). Please include the position title and your 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.