



Creating Healthy Communities  
Through the Power of Cooking

## **Upstate Program Coordinator Job Description**

**Reports to:** Upstate Program Manager

**Terms:** Part-time, 30-32 hours/week (benefits eligible)

**Location:** Hybrid: In person, 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, 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, more than 45,000 participants have been served.

### **Job Overview:**

The Sylvia Center at Katchkie Farm in Columbia County, NY is seeking a part-time Programs Coordinator. The Upstate Programs Coordinator will be responsible for aiding in the effective delivery of The Sylvia Center programs with a specific focus in the Hudson Valley and Capital District, including teaching TSC culinary classes across age groups and updating and executing systems for resource sourcing and management. The Upstate Programs Coordinator will support the entire Upstate program team, including a Program Manager, Learning Garden Manager and part-time Chef Educators and Assistants.

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.

- More than 70% of staff have been promoted to the next level of responsibility at our organization.
- Depending on hours worked (consistent minimum of 30 hours), may be eligible for:
  - A time off package, including 5 paid vacation days, 3 organizational holidays, and paid week off the last week of the year.
  - Medical, dental, and vision benefits after three months in the position.



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- We provide an opportunity to travel throughout the Hudson Valley and Capital District, and work on our organic farm in Kinderhook.

### **Responsibilities:**

- Assist in implementation of upstate programs working collaboratively with the entire regional team, including Upstate Programs Manager and other part-time staff
- Procure, prepare, and organize materials, equipment, and ingredients for community and school programs in the Hudson Valley and Capital District
- Collaborate with Upstate Program Manager to create and then implement efficient system for fresh food meal kit pack outs, recipe selection, food and supply sourcing, and distribution with community partners that supports student and family programming across the region
- Represent The Sylvia Center and coordinate community days and events in the Hudson Valley and Capital District and, as requested, organization-wide
- Serve as a chef educator at school and community partner sites and at farm programs
- Assist Upstate Program Manager in growing network of community partners in the Hudson Valley and Capital District
- During peak growing season, when requested by the Garden Manager, help upkeep learning garden and harvest produce for programs
- As directed by Upstate Program Manager, coordinate program and evaluation data collection across Upstate programs for use in tracking and reporting (including data entry)
- Other related assignments, as necessary

### **Qualifications and Experience:**

- 1-3 years experience in nutrition and/or culinary education or related field
- Knowledgeable about the food system in the Hudson Valley and Capital District and how to cook with seasonal produce
- Competence with Google Workspace. Experience using Google Docs, Sheets, Slides, and Forms to create and manage data and projects is a huge plus
- Team player with collaborative spirit
- Demonstrated passion for food justice and food access: a champion of culinary diversity in a community-based setting
- Strong interpersonal skills–capability to communicate effectively verbally, and in writing, with supervisors, peers, and external stakeholders
- Ability to lift 50 lbs and to stand on your feet for 5 hours at a time
- Valid driver's license

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

The Sylvia Center offers competitive hourly wages. This is a non-exempt, hourly position with a pay rate of \$23-\$27/hr based on experience. The role will be hybrid, based on Katchkie Farm in



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Kinderhook, NY and remote. 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](mailto:careers@sylviacenter.org). Please state the position and last name in the email title.

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.