



## **Culinary Education Senior Coordinator**

### **About Mandela Partners**

Mandela Partners is a 501(c)(3) non profit organization based in Oakland, CA. Since 2004, we have worked to use food as a tool for communities of color to build wealth, well-being, and economic opportunities in their own neighborhoods. We are a community-based and community-led organization, and strongly prioritize the voices of local residents in the direction and focus of our work. We hold ourselves accountable to five key values - partnership, community, transformative change, food is fundamental, and team culture - described further on our website. Our team is majority BIPOC, with a diverse background of professional and lived experiences, and a strong orientation towards inclusion, wellness, and joy in the workplace. For more information, please visit [www.mandelapartners.org](http://www.mandelapartners.org).

### **About the Role**

The HEARD Culinary Employment Pathways (CEP) Training is a 13-week job readiness program designed to prepare community members facing barriers to employment—particularly those returning from incarceration—for success in professional kitchen environments.

The Culinary Education Senior Coordinator plays a vital role in delivering training and facilitation to program participants with little to no kitchen experience. This position fosters a safe, positive, and growth-oriented learning environment, supports participants in overcoming barriers to program completion, and contributes to strategic initiatives aligned with Mandela Partners' mission to advance economic development through food systems.

The Culinary Education Senior Coordinator is part of the Hospitality Employment and Resource Development (H.E.A.R.D.) team and reports to the Culinary Employment Pathways Program Director. The Sr. Coordinator helps design, execute, and refine the kitchen training curriculum, emphasizing hands-on learning and personal development.

### **Primary Responsibilities**

#### **Culinary Training & Facilitation (40%)**

- Collaborate with the Culinary Education Manager to design, update, and execute the 13-week kitchen training curriculum and training booklet
- Lead engaging and accessible lessons on foundational culinary skills, such as knife techniques, recipe execution, and cooking methods.
- Prepare for lessons by sourcing and prepping ingredients as needed.
- Facilitate learning experiences that encourage questions, creativity, and skill-building in a supportive environment.
- Tailor training processes to promote participants' culinary development, teamwork, and service readiness while fostering respect and positivity.
- Provide individualized feedback and mentorship to participants, ensuring they meet program goals and build confidence in their culinary abilities.
- Support planning and execution of the end-of-cohort dinner service, including menu development, ingredient procurement, and day-of operations.



### **Internship Coordination & Partnership Development (30%)**

- Support participants during their internships in collaboration with the Workforce Development Coordinator to provide feedback and navigate any conflicts that may arise
- Conduct site visits to internship locations and distribute stipend checks to participants.
- Train interns on using Salesforce for timesheet submissions and other tracking tools.
- Develop and maintain partnerships with community organizations, businesses, and resource providers to enhance participants' training experiences and support their internship and job placement efforts.
- Coordinate workshops, field trips, and pop-up opportunities with community partners to provide holistic training and support.

### **Program Administration & Evaluation (20%)**

- Contribute to team strategy and logistics to maintain a unified vision and promote work-life balance.
- Record participant progress and contact notes in Salesforce weekly.
- Assist the Culinary Education Manager in developing and managing tools for tracking participant milestones, feedback, and program data.
- Ensure timely completion of program surveys and forms, including ~~mid-point check-ins~~, post-training evaluations, and internship feedback.
- Support data collection and reporting for grants using Salesforce and supplemental documentation.

### **Recruitment & Outreach (10%)**

- Support the CEP in reviewing application and, conducting phone screenings
- Organize and facilitate the in person interview activity to evaluate applicants skill level and interest in a career in food
- Participate in final decision-making for program participant acceptance.
- Collaborate with the Program Director to coordinate recruitment efforts and outreach strategies.

### **Qualifications**

- 3+ years experience in culinary arts training, or facilitation, preferably in professional kitchen settings or workforce development programs or chefs/cooks with 3+ years of experience training or teaching in a restaurant setting
- Strong communication and interpersonal skills, with an ability to create an inclusive and supportive learning environment.
- Proficiency in project coordination, curriculum design, and program evaluation.
- Familiarity with Salesforce or other CRM tools is a plus.
- Commitment to fostering community development and addressing systemic barriers to employment.

### **Key Attributes**

- Demonstrated personal alignment with Mandela Partners' mission and values
- Enthusiasm for and comfort with working with people of diverse backgrounds



- Collaborative mindset with a passion for teaching and mentorship.
- Adaptable and resourceful in responding to participants' needs and program dynamics.
- Strong organizational skills, including the ability to consistently and clearly track and communicate information and prioritize work
- A collaborative team-orientation, while retaining the ability to work independently
- Excellent judgment and the ability to proactively ask for guidance and support when needed
- Openness to giving and receiving feedback, with a learning and growth mentality
- Comfort with navigating disagreement or conflict with care and diplomacy

This role offers a unique opportunity to contribute to Mandela Partners' mission by equipping individuals with the skills and confidence needed to thrive in professional kitchens and beyond.

#### Compensation & Benefits

This is a full time, exempt position with an annual salary range between \$68,000 to \$76,000, depending on experience. The Mandela Partners benefits package includes seven days of paid vacation with progressive increases in year two and year three, office closures during the week between Christmas Eve and New Year's Day and the week of Juneteenth, 10 paid holidays, 12 sick days, and health/dental/vision benefits. Employees are immediately eligible for 403(b) retirement plan enrollment. Mandela Partners' standard office hours are 9am-5pm Monday through Friday. Occasional hours outside of standard office hours may be necessary, with advanced notice. Hybrid/remote work and/or flexible schedule may be possible, to be determined with your supervisor.

#### Steps to Apply

Please send a resume and cover letter detailing your experience, what excites you about this role, and why you feel you'd be a good fit to [jobs@mandelapartners.org](mailto:jobs@mandelapartners.org). There is no application deadline, but interviews will begin immediately.

**Mandela Partners is an equal opportunity employer and makes employment decisions on the basis of merit and job performance. Mandela Partners policy prohibits discrimination based on sex (including gender, gender identity, gender expression, transgender, pregnancy and breastfeeding), race (including traits historically associated with race, including, but not limited to, hair texture and protective hairstyles), color, national origin, ancestry, religious creed (including religious dress and grooming), sexual orientation (including heterosexuality, homosexuality and bisexuality), age (40 and over), marital status, military or veteran status, genetic characteristic or genetic information, physical or mental disability, medical condition, reproductive health decision making, or any other characteristic protected by federal, state or local laws.**