

The Center for Urban Education about Sustainable Agriculture (CUESA) is a nonprofit organization dedicated to cultivating a sustainable food system through the operation of farmers markets and educational programs.

Overview of position

Coordinate educational programs at CUESA's farmers markets. Ensure that CUESA kitchen facilities are managed and maintained in accordance with industry and health department standards and according to CUESA's institutional protocols and schedules. Supervise volunteers.

CUESA is an equal opportunity employer that strives to create a diverse, equitable and inclusive workforce. We strongly encourage people of color and LGBTQ individuals to apply.

Responsibilities

- Develop and manage weekly educational programs at the Sunday Jack London Square Farmers Market and Thursday Mission Community Market (and occasionally at the Saturday Ferry Plaza Farmers Market), including program area setup, assisting or coordinating market shopping for programs, coordination of prep work utilizing volunteers, facilitating sampling, and ensuring proper clean-up and break down of classrooms (programming areas).
- Oversee inventory & management of supplies and equipment (including sampling utensils, etc.) and facilitate ordering of new supplies as needed.
- Work with Culinary Programs Manager and Education Director to ensure that key messages and the CUESA mission are incorporated into all programs. Provide access to and liaise between instructors, culinary professionals, chefs and CUESA staff as requested.
- Coordinate and/or provide all required maintenance of CUESA classroom and equipment in accordance with industry and health department standards and established CUESA protocols and schedules.

Required skills and qualifications

- Serv-Safe Certified.
- Minimum six months experience supervising staff and/or volunteers and interns.
- Experience planning and managing culinary and/or food-based classes and demonstrations.
- Commitment to educating consumers about sustainable seasonal foods.
- Experience working with diverse constituents.
- Willingness and ability to work Thursdays, Sundays, other weekdays, and some Saturdays.
- Familiarity with Microsoft Word, Excel, and electronic media. Salesforce database management experience a plus.
- Excellent organizational and time management skills.

- A friendly, outgoing nature and ease in interfacing with the public.
- Reliability, punctuality, and the ability to work well with others.

This is a part-time hourly position based on 12-15 hours/week, starting at \$15 per hour, depending on experience. This position requires regular weekend and periodic evening work. Workers compensation and paid sick leave are provided. This position reports to the Culinary Programs Manager. Applications accepted through 6/8/18. Please email carrie@cuesa.org. No phone calls, please.

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