

Program Coordinator – Take Back the Kitchen (TBK)

Location: Haley House – Nubian Square, Boston, MA

Position Type: Part-Time (Up to 30 hours per week)

Pay: \$20–\$24 per hour, based on experience

Reports To: TBK & LiFT Program Manager

About Haley House

Haley House is a community-based organization working to break down barriers caused by poverty, racism, and injustice through food, housing, and community-building. The Take Back the Kitchen (TBK) program empowers community members through culturally responsive cooking classes that build confidence, strengthen health, and celebrate the power of food.

Position Summary

Haley House is seeking an organized, collaborative, and mission-driven Program Coordinator to support the day-to-day operations of the Take Back the Kitchen (TBK) program. This role ensures classes run smoothly by coordinating logistics, maintaining program records, supporting instructors, and building strong relationships with community partners. The ideal candidate is detail-oriented, adaptable, and passionate about community-centered food education.

Key Responsibilities

Class Operations

- Prepare classrooms and kitchen spaces before and after cooking classes.
- Unpack groceries, organize supplies, and ensure kitchens remain clean, safe, and welcoming.
- Support chefs during classes and monitor overall class quality.
- Collect participant surveys and assist with program evaluation.

Program Coordination

- Confirm chef schedules and support class scheduling.
- Track participant attendance and maintain accurate sign-in sheets.
- Communicate with participants regarding classes and updates.
- Assist with scheduling and coordinating classes with community organizations.

Data & Documentation

- Enter class data and organize participant feedback.

- Maintain recipe files, ensuring recipes are properly formatted and accessible.
- Support documentation and reporting for program activities.

Inventory & Equipment

- Monitor pantry inventory and kitchen supplies.
- Track equipment needs and report broken tools or malfunctioning appliances.
- Coordinate restocking requests with program staff.

Community Partnerships

- Support communication with partner organizations.
- Assist with drafting Memorandums of Understanding (MOUs), welcome emails, and other partnership materials.

Class Facilitation

- Lead and facilitate TBK cooking classes when needed due to instructor absences or scheduling conflicts.

Additional Responsibilities

- Support special events and community programming.
- Perform other related duties that contribute to the success of Take Back the Kitchen and Haley House's mission.

Qualifications

- Previous experience as a TBK Chef or active involvement with TBK programs strongly preferred.
- Excellent organizational, communication, and time management skills.
- Ability to manage multiple tasks and work independently.
- Comfortable using Microsoft Office or Google Workspace for scheduling and documentation.
- Strong interpersonal skills and commitment to working in diverse community settings.
- Passion for food justice, community engagement, and Haley House's mission.

Compensation & Benefits

- **\$20–\$24 per hour**, depending on experience

- Up to **30 hours per week**
- Paid Time Off (PTO)
- Eligibility to participate in Haley House's **403(b) retirement plan**
- Opportunity to grow professionally while making a meaningful impact in the Boston community

To Apply

Interested candidates should submit a resume and a brief cover letter describing their interest in the position to sjean-baptiste@haleyhouse.org. Applications will be reviewed on a rolling basis until the position is filled.

Haley House is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive workplace where people of all backgrounds are welcomed and valued.