

Position Title: Programs Coordinator**Date Revised:** Feb. 2025**Reports to:** CEO**Reports To:** President/CEO; begins with 2-month probationary period**Supervises** Interns, Advocacy Fellow; collaboratively works with all staff members of MHC**Status:** Full-time, unexempt, 32 hours/week**Salary:** \$24.13/hour (\$40,154.40 annually)**Benefits:** Group plan health, dental, vision, Short-Term Disability (STD) and Long-Term Disability (LTD) insurance, employer pays majority of employee premium; SIMPLE IRA with 2% salary contribution by employer; employer-funded life insurance**PTO:** MHC has an unlimited paid time off policy available to employees after 60 days employment, with a required minimum of 2 weeks PTO taken annually per employee

Job Objective: The Program Coordinator supports educational programming targeting learning goals across our kitchen education, garden, and advocacy programs. As the central liaison between Mother Hubbard's Cupboard (MHC) and their facilitators and partners, the Programs Coordinator would manage and build relationships to ensure a diverse, engaging, community-centered lineup of educational programming. This position will spend time as the administrator, facilitator, and host of educational programming and will collaborate with program staff to set goals and execute programming, from workshops and tabling to print and digital resources.

The Hub is working to create a more accessible and inclusive organization by committing to review our programming, policies, and onboarding processes through the lens of Diversity, Equity, and Inclusion. In this role, we have an expectation that our Programs Coordinator will work alongside these efforts to ensure we are providing a space for their professional development while also ensuring their work with surrounding communities creates a safe and fair experience.

Mother Hubbard's Cupboard, often called the Hub, is a community food resource center that works to increase access to healthy food for all people in need, in ways that cultivate dignity, self-sufficiency, and community. Built into that mission is the understanding that access must include not only the physical availability of food, but also the ability to purchase, grow, cook, and enjoy it, as well as the power to make decisions about it. MHC's Advocacy Coordinator focuses on making MHC's vision of community food access a reality through building collective power with MHC patrons, facilitating education and advocacy opportunities, and engaging in shared work with value-sharing organizations.

Essential Duties and Responsibilities

- Represents MHC in the community
- Schedules and attends tabling and community outreach opportunities
- Oversees the planning and implementation of education strategies

- Oversees the planning and implementation of educational programming
- Nurtures existing and fosters new relationships with collaborative partners

Position Requirements

- Strong belief in the [values, vision, and mission of MHC](#)
- Understanding of the root causes of hunger (poverty, racism, systems of oppression) and the value of relationship building
- Ability to initiate long- and short-term plans and implement planning with appropriate action
- Ability to communicate effectively through oral presentations, written word, and visual displays
- Ability to accomplish objectives through cooperative effort
- Ability and self-motivation to work independently with open structure
- Ability to manage multiple projects at a time
- Computer literacy; experience with email, Office Suite, and Google Suite
- Ability to foster a team of collaborators to support diverse, rich educational programming

Additional Preferred Skills

- Experience facilitating educational experiences and/or developing collaborative programming
- Competent in written communications and digital design (largely Canva)
- May have experience with MHC's programming or comparable programming

Major Duties and Responsibilities:

Community Outreach

- Attends tabling events and participates in community events and funding opportunities
- Serves as MHC representation during community presentations and collaborative programming
- Coordinates communications with partner agencies
- Coordinates tabling and drop-in educational opportunities in the pantry

Program Coordination

- Coordinates Advocacy outreach efforts, in collaboration with the CEO
 - Supervises the Advocacy Fellow
- Coordinates kitchen and garden educational workshops (scheduling, securing facilitators, shopping for ingredients, preparing classroom space)
- Leads program planning, ensuring an ongoing calendar of diverse workshops across kitchen and garden education
- Coordinates educational program evaluation
- Coordinates creation of educational and promotional resources for workshops

Administrative

- Attends weekly staff meetings and trainings
- Attends regular meetings with program staff as needed
- Maintains timely communications with other staff, partners, and community members
- Tracks expenses and complete expense reporting
- Maintains the kitchen as a ready-to-use space and trains those using the kitchen to join in this workload

- Has one pantry shift each week
- Other duties as needed

MHC is a [values](#)-based organization: we try to move and make decisions in alignment with our organizational values to the best of our ability, within the many deeply flawed systems surrounding us. We are committed to fostering a just food system rooted in equity, collaboration, and trust. As an equal opportunity employer, MHC recognizes the value of lived experience, prioritizing the skills and leadership of people from diverse backgrounds. People of color, working-class people, people with disabilities, and LGBTQIA+ persons are strongly encouraged to apply.