Oakland Bloom is Hiring a Program Director

The Program Director is a full-time position responsible for the program quality and chef experience as a part of Oakland Bloom’s incubator program. The Program Director position will begin as soon as possible. This position will uphold the vision, mission, and programmatic accountability of the organization. This role builds strong relationships with the chefs in Oakland Bloom’s network, and will play a key coordination role to connect learning to practice, as well as help expand their access to opportunities and learning.

The primary responsibilities of the Program Director will be:

- Coordinate communications with chefs in terms of kitchen access, catering, and opportunities;
- Help chefs in developing clear menus and pricing;
- Meet 1:1 with chefs to track their goals, learning and practice, complementing learning workshops;
- Coordinate market opportunities with chefs, in collaboration with the Program Co-director at Understory and the Communications Lead;
- Support chef pop ups and markets

Role Commitments

- Oversee Oakland Bloom program, includes in-person one on ones with chefs and program participants
- Facilitate communication across chefs, finance, catering and Understory kitchen;
- Support chef access to childcare, transportation and/or interpretation support
- Coordinate opportunities for chefs across multiple venues, including support to find additional kitchen access as needed.
- Facilitate and lead planning, implementation, evaluation, documentation, and archiving of programs and curricula
- Establish regular opportunities for chefs to connect with one another, and foster community
- Support operations and communications functions
- Participate in deliberations and decisions of the organization.
- Utilize evaluation tools in Oakland Bloom programming, member feedback, and overall Programmatic work.

This position is offered for 1 year at an 32-35 hours a week. Salary is $5500/month (plus benefits and paid time off). To apply, send your resumé and cover letter to: info@oaklandbloom.org by July 31, 2023.

Qualifications

- Commitment to the values and mission of Oakland Bloom toward a solidarity economy / economic justice.
- Clear communication skills; team oriented; community and political organizing experience a plus
- Self-motivated, responsible, proactive and disciplined
- 5-7 years managing learning programs and curriculum development
- Experience in food industry, kitchen skills, business development, cost of goods / financial management, etc.
- Proficiency in another language, in addition to English a plus
- Willing to work some evenings/weekends based on program needs
- Ability to work markets and capacities in organizing mobile vending experiences