



Creating Healthy Communities
Through the Power of Cooking

The Sylvia Center Education Programs Director Job Description

Reports to: Executive Director

Terms: Full-time

Location: Hybrid: In person in NYC (Bronx) and/or Hudson Valley (Columbia County/Albany District) and Remote

Organization Overview:

Founded in 2007, The Sylvia Center (TSC)'s vision is to create healthy communities through the power of cooking. Our mission is to educate young people and families through culinary programming to promote health and well-being. Our organization empowers our participants with the knowledge and skills they need to take control of their health through more informed food choices and encourages them to become healthy food advocates in our communities.

Serving approximately 5,000 participants annually, TSC partners with community-based organizations and schools to provide culinary programming in all five boroughs of New York City, the Hudson Valley (primarily Columbia County), and the Capital District. TSC works in neighborhoods with limited food education programs and food access. A 501(c)3 nonprofit organization with an operating budget of \$2.2 million, TSC has a full-time staff of 9 and a part-time staff of approximately 35.

Job Overview:

The Sylvia Center is seeking an Education Programs Director who will be responsible for overseeing the full range of The Sylvia Center's programs for young people ages 3-24 and their families. The Sylvia Center programs include our signature program, Cooks For Health Early Childhood/Elementary, Middle School, Teen and Family, as well as our intensive Teen Culinary Apprenticeship program.

The Director will be responsible for the strategic vision of the program, including program growth and development in line with organizational priorities. The Director will maintain TSC's high quality programming by using data to inform improvements, investing in the professional development of program team members, and maintaining strong partner relationships. The Director also works collaboratively across departments with the development team to support programmatic fundraising efforts and the operations team to ensure smooth and efficient organizational functions.

Reporting to the Executive Director, the Education Programs Director serves as an integral member of the senior leadership team. With five direct reports, including a department Administrator, the role oversees a department of approximately 35 part-time team members. The Director will be a skilled people manager and committed to preserving an organizational culture that values excellence while providing flexibility.

The Sylvia Center
2417 Third Avenue, Suite 301
Bronx, NY 10451

The Sylvia Center at Katchkie Farm
745B Fischer Rd.
Kinderhook, NY 12106

Responsibilities:

Program Strategy, Development and Implementation

- Conceive of and implement a comprehensive program strategy that maintains current programming while developing innovative program extensions that fulfill the organization's mission and align with current organizational priorities
- Develop and maintain robust partner relationships that engender trust and collaborative working relationships
- Working with program alumni, participants, staff and partners, design and adjust programming in response to identified needs
- Expand on and refine TSC's evidence-based curriculum in accordance with NYS Learning and Commencement Level standards and its culturally-responsive recipes for all age groups
- Participate in budgeting process and ensure programs stay within budget

Program Evaluation and Impact

- Oversee the consistent and efficient collection of evaluation survey responses from program participants and alumni
- Analyze and utilize data to improve program quality, identify opportunities for growth, and demonstrate impact
- Develop reports and presentations for internal and external stakeholders

Staff Management

- Contribute to staff management planning to support organizational growth
- Oversee recruiting and training of new program staff team members
- Maintain a positive culture through effective communications and staff support
- Provide ongoing professional development of staff to ensure quality program implementation and to provide opportunities for career growth

Org-wide Leadership Responsibilities

- Serve as an integral member of a three-member senior leadership team
- Liaise with board members regarding The Sylvia Center programming
- Collaborate with development and communications teams
- Other job-related duties, as necessary, to fulfill the responsibilities of the role

Experience and Skills:

Preferred experience:

- Approximately 10 years of professional experience managing direct service programs for youth and/or families, including five years of management experience of small to medium-sized teams.
- A Bachelor's Degree, preferably in a related field. A Master's Degree in Nutrition, Public Health, Social Work or other related field or a Registered Dietitian (RD) credential is a plus.
- Working with a diverse population of students on education programs related to nutrition, public health, culinary, food justice, and/or food access.
- Managing efficient and impactful programs that have demonstrated consistent improvement and growth.
- Collaborating and fostering strong partnerships with NYC Department of Education and community-based youth development organizations. Familiarity with the social service sector outside of New York City, particularly in the Hudson Valley and Capital District, is a benefit.
- Overseeing and implementing program evaluation efforts for youth programming
- Providing well-conceived program information for funder and donor reports and proposals.

Required competencies:

- Vision and ability to drive large scale projects forward and to completion in the absence of external deadlines
- Excellent judgment even in high stakes situations with incomplete information
- Ability to effectively improvise, adapt to changing situations, and problem solve
- Keen attention to detail and exceptional organizational skills
- Collaborative team player
- Clear communicator both verbally and in writing
- Proficiency in Microsoft Office, including Excel and PowerPoint, and Google Workspace for business, including Google Slides, Sheets, and Calendar, and Salesforce strongly preferred

Other requirements:

- Passion for food education, food justice, and food access

Organization Benefits:

We are a diverse group of food loving individuals who proudly support our mission of healthy food education. By joining our team, you will get:

- An organization that believes and invests in employee growth, development, and success. More than 70% of staff have been promoted to the next level of responsibility at our organization. More than 30% of staff are program alumni.
- A generous time off package, including 15 vacation and 5 personal days, 11 holidays, sick leave, a paid week off at the end of the calendar year, and four “work from anywhere” weeks per year.
- Employee healthcare benefits with 80% employer contribution.
- Free staff lunch when on-site at the Bronx office.
- Opportunity to travel within the five boroughs of New York City and to our organic farm in the Hudson Valley.

Compensation and Work Hours/Location:

This is a full-time position offering \$90,000 per year. Business hours are flexible, but are generally 9am-5pm Monday-Friday. The position can be based in New York City, the Hudson Valley, or the Capital District. Hybrid work with two in office days is required weekly, in either the Bronx office and/or the farm office in Kinderhook, NY. Ability to travel between offices and program sites is required. Occasional evening and weekend work is also required to support programmatic and organizational events.

To apply for this position:

Candidates should email their resume and a cover letter explaining why they think they can successfully fill this position for The Sylvia Center to careers@sylviacenter.org. Please state last name and position in the email subject line.

The Sylvia Center is an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, caste, tribe, age (40 or older), disability status, protected veteran status or any other characteristic protected by law.