

# La Table des Chefs

## OFFER OF EMPLOYMENT

---

**Position:** Program coordinator for the *Educate* division

**Status:** full time

### Description

Under the supervision of the Director of *Educate*, the coordinator is responsible for ensuring the promotion, deployment, implementation, coordination and evaluation of the Kitchen Brigades program and the Cook Up Your Future program (hereafter known as programs).

### Summary of responsibilities

1. Program coordination for the assigned schools:
  - Promote the program to potential schools in Quebec and the rest of Canada.
  - Support schools in the procedures surrounding their registration (agreement, platform, material).
  - Prepare documents and materials related to the program and coordinate their delivery to schools, as well as to chef-trainers.
  - Monitor and support schools and leaders throughout the implementation of the program.
  - Ensure the administrative follow-up of the files.
2. Support and supervision of chef-trainers:
  - Recruit, hire, train (remotely and face-to-face), support and evaluate chef-trainers.
  - Visit and evaluate (virtual or face-to-face) assigned schools.
  - Ensure a diligent follow-up of workshop invoicing for chef-trainer payment.
3. Develop and update programs
4. Coordinate events and competitions within the program framework
5. Support the evaluation procedures of the programs
6. Support and coordinate special projects
7. All other related tasks

### Job requirements

- Minimum 3 years experience in customer service in schools and/or kitchen environments
- Strong knowledge of GSuite (sheets, doc, GMAIL)
- Database management an asset
- French and English (oral and written)

### Desired skills

- Autonomous, organized, a sense of planning and follow through
- Great team spirit, dynamic and creative
- Open to change and taking on new projects

Start date: as soon as possible

Salary: to be discussed

Schedule: full time, 37.5 hrs / wk

Location: teleworking permitted

Interested candidates must send their c.v. along with a cover letter explaining their reasons for applying to this position before July 2, 2021 to the attention of Marcella De Vincenzo: [marcella.devincenzo@tableedeschefs.org](mailto:marcella.devincenzo@tableedeschefs.org)

Thank you for your interest in La Tablee des Chefs. Please note that only candidates selected for an interview will be contacted.