Strategic Initiatives Manager-Culinary Literacy & Wellness

Full-Time 38 Hours
(Grade E)

Basic Function:
The Strategic Initiatives Manager-Culinary Literacy and Wellness (SIM-CLW) is a role designed to enhance and expand the Library's culinary literacy and wellness initiatives. The SIM-CLW will lead and develop culinary literacy and nutrition programming across the Library system. They will work collaboratively with LPLS staff and community partners to deliver programs, collections, and services that increase the health and wellness of Lorain County residents, including oversight of the Culinary Literacy Center at Main Library, Charlie Cart programs at Domonkas, North Ridgeville, and South Branch, and the demonstration kitchen at Avon Branch. They will also provide strategic direction for the urban farms at Main Library and South Branch in Lorain. They will manage projects to deepen and broaden our impact, while leveraging existing partnerships, and ultimately ensure that LPLS can best serve the community. This role is vital to the future growth of LPLS.

Characteristic Duties and Responsibilities:

Culinary Literacy & Nutrition
Design and deliver culinary literacy and nutrition curricula at all sites; lead staff initiatives involving culinary literacy
Create learning opportunities that inspire people to cook nutritious, seasonally-inspired meals
Develop and implement curricula for after school, in school, and summer programs
Design and deliver both one-time and series classes in culinary literacy and nutrition
Ensure that culinary literacy education spaces are clean, safe, and organized
Lead grocery store educational tours to promote fresh food and efficient usage of food budget
Promote resources for continued education and practice in urban gardening, farming, nutrition, and culinary literacy in Lorain County
Coordinate community partnerships specific to food security (e.g. Freedge, mobile food pantry)
Coordinate ServSafe Food Handler training for staff
Orient and supervise staff, student interns, summer workers, and volunteers to deliver culinary literacy curricula and programming

Strategic Initiatives
Provide project focused support to the CEO and COO to help advance organizational strategic goals and objectives
Acts as liaison with member/partner points of contact for coordination of key meetings and/or conference calls
Conduct research and general analysis on partner prospects, special projects, and new initiatives
Responsible for ensuring LPLS’s leadership is prepared for making new connections, building new relationships, and leveraging existing relationships to broaden our community impact
Collaborate with LPLS management, staff, and partners to develop and execute projects and plans for ongoing support
Seamlessly integrate with LPLS’s Marketing and Communications department to put together proposals and other documents needed to support new initiatives
Lead and facilitate committees and task forces
Explore new grant opportunities and writes grant proposals
Collect project data, writes reports, and gives presentations
Submit required documentation and statistics on food programs (e.g. summer lunch and after school snack program) to the Ohio Department of Education and other funders
Maintain good public relations with the community, including extensive networking
Work with Friends of the Library and the Library Foundation

Qualifications:
At least two years of relevant professional experience including extensive knowledge of stovetop cooking, principles of nutrition, program facilitation, and fostering a sense of community with adaptability, empathy and collaboration.
High level of comfort taking initiative and completing projects independently at high standards. Experience working with people at all ages and stages from diverse backgrounds. Must be able to juggle multiple priorities simultaneously. Outstanding written and oral communication skills, including the ability speak effectively in public. Values the opportunity to make new connections and provide interconnected support. Ability to assess community needs and recognize opportunities that would benefit the Library. Ability to lead, plan, coordinate, and supervise the work of others. Ability to network in face-to-face, telephone, and online situations. Spanish language skills a plus.

Supervisor: Chief Executive Officer

Other: Full-time 38 hours a week, $51,123-63,903 a year. Applicants are expected to work evenings and weekends as needed to attend community events, present programs, and foster community relationships. Regular travel throughout the System and communities expected. The Lorain Public Library System has six locations and an Outreach Department, which serve a diverse population of over 135,000.

CLOSING DATE: Open until filled