



**Communications Coordinator:
Bilingual Team Member to Grow Teaching Kitchen Program Content and Connectedness**

The Teaching Kitchen at Lenox Hill Neighborhood House

Lenox Hill Neighborhood House is *the* leader in New York's nonprofit farm-to-institution movement, serving 400,000 healthy, delicious, and culturally appropriate meals annually through our diverse human services programs. Through *The Teaching Kitchen at Lenox Hill Neighborhood House*, we train other nonprofits to transform their programs to a farm-to-institution model – *without raising costs*. The goals of the program are to improve the health of individuals that depend on government-funded meals by increasing their access to fresh, healthy food and to localize institutional food systems to strengthen regional farms and economies and improve environmental sustainability. We have now finalized an eLearning version of our program called *The Teaching Kitchen Online* to help expand our impact beyond New York City. For more information on our innovative *Teaching Kitchen* and links to our social media and program materials, click here: <https://www.lenoxhill.org/teachingkitchen>.

The Position

We are looking for a bilingual (English/Spanish), mission-driven and creative ***Teaching Kitchen Communications Coordinator*** to advance our role as a leader in the national farm-to-institution movement. The ***Teaching Kitchen Communications Coordinator*** should have a passion for food and equity issues, the skills and drive to work both independently and as part of a high-functioning team and communications, marketing, writing, design/production or other relevant experience.

Key Responsibilities

The Communications Coordinator will report to one of our *Teaching Kitchen* Chefs. Their areas of focus will include:

- **Content Creation:** Create a wide range of program and social media content, including cooking and skills videos, photos, social media posts, cookbooks, recipes, training materials, newsletters, event documentation, reports and more;
- **Social Media Management:** Oversee content creation, outreach and growth for *The Teaching Kitchen's* Instagram and Facebook accounts and utilize new platforms to grow our audience and expand our impact;
- **Project Management:** Manage a calendar of project deadlines and coordinate activities to see a wide range of materials through completion;
- **Partnerships and Outreach:** Conduct marketing and outreach for *The Teaching Kitchen*, cultivate and maintain relationships and grow our connectedness with diverse stakeholders in the food world, including nonprofit, media, policy, government, philanthropic, academic and other sectors;
- **Spanish Translation and Communication:** Assist with creation of materials and communication with Spanish-speaking program participants and partners;

- **Program Support:** Assist in a wide range of daily program activities, including program registration and communication with program participants, organizing and set up for in-person trainings, kitchen prep, data collection and use, event planning, research and more.

Qualifications

- Excellent writing and communications skills in English and Spanish required;
- Bachelor's degree;
- Communications, marketing, design, production or related experience;
- Microsoft Office experience;
- Graphic design, photo and/or video editing experience;
- Commitment to food equity, sustainable food systems and social justice.

Salary based on experience; range **\$50,000 - \$58,500**.

To Apply

To be considered for this position, **you must send a cover letter, resume and English and Spanish writing samples by email** to: CommunicationsCoordinator@lenoxhill.org. Applications will be accepted on a rolling basis until the position is filled. No telephone calls please.

Organizational Background

Lenox Hill Neighborhood House is a 128-year-old settlement house widely recognized as one of New York's premier human services providers. Founded in 1894 as a kindergarten for immigrant children, the Neighborhood House now serves 16,000 in need each year through a wide array of effective and integrated services – social, educational, legal, housing, health, mental health, nutritional and fitness.

To learn about Lenox Hill Neighborhood House, please visit our website at www.lenoxhill.org and check us out on [Facebook](#) or [Instagram](#).

At Lenox Hill Neighborhood House we value respect, integrity, diversity, and integrity. We are an equal opportunity employer. Lenox Hill Neighborhood House prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law. Lenox Hill Neighborhood House conforms to the spirit as well as to the letter of all applicable laws and regulations. The policy of equal employment opportunity (EEO) and anti-discrimination applies to all aspects of the relationship between Lenox Hill Neighborhood House and its colleagues.