



Impact Programs Coordinator

For more than 30 years, the James Beard Foundation has championed chefs and other culinary professionals while highlighting the central nature of food culture in our daily lives.

Through the James Beard Awards, unique dining experiences at the James Beard House and around the country, scholarships, hands-on learning, and a variety of industry programs that educate and empower leaders in our community, the Foundation has built a platform for chefs and asserted the power of gastronomy to drive behavior, culture and policy change around food.

To this end the Foundation has also created signature impact-oriented initiatives that include our Women's Leadership Programs aimed at addressing the gender imbalance in the culinary industry; advocacy training through our Chefs Boot Camp for Policy and Change; the James Beard Foundation Leadership Awards that shine a spotlight on successful change-makers, and sustainability programs focused on seafood and food waste reduction.

As an organization we are committed to giving chefs and their colleagues a voice and the tools they need to make the world more sustainable, equitable, and delicious for everyone.

The Impact Programs Coordinator is organized and detail-oriented, and comfortable working with diverse stakeholders.

Responsibilities

The Impact Team Programs Coordinator will help the project teams manage resources and information and assist with scheduling and planning meetings and project activities. The project coordinator may also:

Support the Impact team on various projects and programs, including working with the database manager to maintain the Impact database and assisting with outreach and tracking RSVPs to events;

Prepare meeting agendas, take notes in meetings, book team travel and track the Impact budget;

Provide administrative support for the Vice President of Impact including scheduling meetings, preparing expense reports and managing team events;

Work with the James Beard Foundation House team to track sustainability efforts; and

Coordinate with the Media and Communications team to update Impact program pages and communication tools.

The job requires 15% travel.

Requirements:

- Excellent time-management and organizational skills
- Tech savvy, proficient in MS Suite including Excel and PowerPoint, and Mac Keynote
- Outstanding verbal and written communication skills
- Detail-oriented and efficient
- Team-oriented with a willingness to contribute where/as needed
- Interest or experience in public policy

The Impact Programs Coordinator will report to the Vice President of Impact and will be based in Flatiron, NYC.

There are many benefits to a career at JBF. In addition to working to promote a good food world through thought leadership, education, and advocacy, JBF offers its employees a dynamic work environment with benefits including medical, dental, life insurance, 403(b), and generous paid time off. Additional benefits include TransitCheck, discounted health club memberships, and eight complimentary passes annually to dine at James Beard House.

At JBF, we enjoy working in a team-based environment and value the benefits of a diversified workplace. JBF is an equal opportunity employer and does not discriminate based on age, citizenship, color, creed, physical or mental disability, ethnicity, family responsibilities, gender identity and expression, sexual orientation, marital status, race, religion, veteran status or other unlawful factors with respect to employment. JBF is committed to the maintenance of a drug-free workplace and ensuring compliance with Drug-Free Workplace Act of 1988.

Please submit your resume and cover letter with salary requirements to akosiak@jamesbeard.org. Please include Impact Programs Coordinator in the subject line. Qualified candidates will be contacted by email and/or phone.