



**\*\*\*A COVER LETTER MUST BE SUBMITTED WITH YOUR RESUME\*\*\***

## **CAREER OPPORTUNITY ANNOUNCEMENT**

Mountain View Culinary Program Manager

Full Time Position

Downtown Streets Team strives to end homelessness by enabling unsheltered individuals to restore their dignity and rebuild their lives. Team Members prepare for permanent employment and housing by participating on work experience teams that serve their local communities. Downtown Streets Team is launching a culinary training program inside a newly renovated industrial kitchen to train Team Members in the skills they need to graduate onto living wage culinary jobs.

We are seeking an independently focused, creative, dedicated, and passionate Program Manager to lead this endeavor. This position will report directly to the Director of Santa Clara County.

- Manage bi-monthly cohorts of 10-15 unhoused individuals going through the Mountain View Culinary Program.
- Hire and manage Culinary Instructor.
- Design, launch and run the Mountain View Culinary Program (working title) and job placement process based on funder guidelines and best-practices researched from around the Country.
- Work with staff at Palo Alto, Sunnyvale and San Jose DST branches to recruit Team Members to join cohorts.
- Facilitate a weekly team meeting, in which participants are paid in vouchers, contracts are discussed, new team members are added, news/procedure change/job positions are discussed, and more.
- Report on outcomes to funder (County of Santa Clara) and internally utilizing our custom clarity software system monthly.
- Manage a budget of approximately \$700,000.
- Recruit local employers in the culinary field to hire graduates upon completion.
- Act as the face to the greater community; representing the team to all existing and potential partners including local government agencies, other social service providers, community based groups, private business, and other stakeholders.
- Research and apply for new partnerships and funding opportunities.

- Communicate DST model and message to potential donors, partners, and interested parties.
- Effectively track and report project data to contractor and general public, including the City of Palo Alto.
- Maintain regular communication with other staff regarding team goals, potential partnerships, projects, and new ideas.
- Attend all meetings relevant to client care and company goals, including some nights and weekends.
- Adhere to a project voucher budget.
- Purchase supplies and vouchers for program participants.
- Maintain Team culture and accountability by working through issues in a respectful, compassionate, yet firm manner.
- Constantly evaluate, refine, and create programs to improve service delivery.
- Establish productive relationships with each an every client with no bias or prejudice towards race, religion, age, sex, disability, or sexual preference.

#### **QUALIFICATIONS:**

- A bachelor's degree in the field of Social Sciences or an applicable field or two years relevant experience.
- Proficiency in Spanish is a plus.
- Basic competence in duties and tasks of supervised employees.
- Working knowledge of data collection, data analysis, evaluation, and scientific method.
- Ability to work with all levels of management.
- Strong organizational, problem-solving, and analytical skills; able to manage priorities and workflow.
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm.
- Proven leadership and business acumen skills.
- Demonstrated ability to supervise and motivate subordinates.
- Commitment to excellence and high standards.
- Excellent written and verbal communication skills.
- Proficient in Microsoft programs.

#### **PHYSICAL REQUIREMENTS:**

While performing the duties of this job, the employee is frequently required to do the following:

- With or without reasonable accommodation(s), the essential functions of this position require certain physical and mental abilities. These abilities include, but are not limited to: sitting, standing, walking, bending, stooping, pushing, pulling, lifting (up to 25 lbs.), typing, writing (in English), reading (English), speaking (English), seeing, hearing, driving, basic mathematical calculations, problem solving, reasoning, composition, and decision-making.

**WORK ENVIRONMENT:**

- Moderate noise associated with an open office work environment.

**BENEFITS:**

Salaried at \$60k/year with room for increases, Medical/Dental/Vision coverage, dependent flexible spending available, optional 401K plan and annual COLA increase after 12 months, company paid life insurance, and PTO.

To apply, please send your resume and a cover letter to [HR@streetsteam.org](mailto:HR@streetsteam.org).