

Kitchens for Good

POSITION TITLE: Student Support Specialist

REPORTS TO: Director of Career Services

FLSA STATUS: Non-exempt

Compensation: \$14.00-\$16.00 an hour

Location: San Diego, CA

Who we are: Kitchens for Good (KFG) believes that kitchens are economic engines for good in their communities. Kitchens for Good is a 501(c)(3), social enterprise that breaks the cycles of food waste, hunger, and poverty through innovative solutions in workforce training, healthy food production, and profitable food enterprises. These enterprises include a robust catering and events operations, contract meal services, and activities conducted in enterprise kitchens. Kitchens for Good has been recognized for its innovative approaches and was recently voted Caterer of the Year by San Diego Magazine's readers.

Position Summary: The Student Support Specialist will be key in working side by side with the Career Coach and Case Manager in effective community outreach for prospective students. The Student Support Specialist will be expected to teach lesson plans focused on life skills and career readiness, in addition to performing administrative duties (including but not limited to updating database, ordering supplies and updating student records) and following up with students regarding employment updates.

Essential Functions:

- Responsible for scheduling and interviewing Project Launch candidates.
- Conduct recruiting sessions with partner agencies when needed.
- Track and maintain new candidates in Salesforce database.
- Track progress of Kitchens for Good graduates for up to two years.
- Log thorough case notes.
- Attend appropriate resource fairs to develop and grow existing network of service referral partnerships.
- Maintain agency contact and referral log.
- Participate in regular Programs team meetings and events.
- Responsible for supporting the alumni program with the Career Coach and Case Manager.
- Responsible for supporting the Director of Career Services as needed for special projects including but not limited to graduation.
- Facilitate at least three classroom sessions per cohort regarding life skills with the ability to adjust classes based in the unique challenges and needs of each cohort.

Competencies:

- Strong Presentational Skills
- Collaboration Skills
- Customer/Client Focus
- Initiative/Self-Motivated
- Results Driven
- Organizational Skills

Education and Work Experience

- High school diploma or equivalent.
- Minimum of 2 years of working for a nonprofit and/or state agency.
- Experience with Salesforce (highly desirable).
- Proficient in Microsoft office programs.

Additional Qualifications:

- Experience working with any or all of the following:
 - Foster youth
 - Ex-offenders
 - Addiction, recovery, and other life-challenges
 - Job training, job placement, adult education, and adult literacy
 - Experience with community development and inter-agency collaboration
 - Experience working with agencies and local service providers in San Diego County including navigating referral process (desired)
 - Experience with Career Centers and federal benefits (desired)
- Bilingual in English and Spanish (highly desirable)

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

This job operates in a kitchen environment, housed with equipment such as an oven, stove, dishwasher, slicer, coffee machine, steamer, mixer and chef’s knives. The employee is frequently exposed to heat steam, fire and noise.

Physical Demands

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The employee is regularly required to sit, stand, reach, lift, bend, kneel, stoop, climb, push, and pull items weighing 50 pounds or less. The position requires manual dexterity; auditory and visual skills, and the ability to follow written and oral instructions and procedures.

Position Type/Expected Hours of Work

This is a non-exempt full time position scheduled for 40 hours a week, 8:30am-5:00pm Monday – Friday.

Travel

Employee will be expected to travel to multiple Kitchens for Good sites and additional travel is primarily local.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Kitchens for Good is an Equal Opportunity Employer and committed to workforce diversity. M/F/D/V are encouraged to apply.