



East Side Table: Senior Program Coordinator

Part-time (10-20 hours/week, varies and flexible)

Duration: 6 months, with possibility of extension

Pay: Competitive

Reports to: East Side Table Coordinator and partner org representatives

East Side Table seeks a part-time project coordinator for our senior pilot beginning spring 2018 through October 2018. East Side Table is working to address access to healthy food and development of new food skills with East Saint Paul's diverse communities. Initiatives include Make-at-Home Meal Kits from Local Crate, community events, cooking classes, and community meals.

The East Side Table senior pilot's goal is to improve the health and well-being of East Side senior residents by increasing access to healthy foods and opportunities to dine with neighbors, family, and friends. The main activities include small community meals with an individual co-host, the development of an East Side Table Senior Advisory Council, and intergenerational community meals during the summer months. The Senior Coordinator will be responsible for connecting with individual co-hosts to plan their small community meal including set-up, preparing meal, engaging with attendees, clean-up, and tracking. The Senior Coordinator will also support the monthly Senior Advisory Council meetings and attend monthly East Side Table workgroup meetings to report on senior activities.

Pilot timeline and Senior Coordinator responsibilities:

April - May

- On-boarding time to become familiar with East Side Table history and programming.
- Working with East Side Table staff, develop small community meal plan and materials (invites, educational information, recipe cards, signage, etc.).
- Meet with East Side Table partner organizations to identify ten East Side seniors interested in co-hosting small community meals
- Attend monthly East Side Table Working Council meetings
- Support monthly Senior Advisory Council meetings.

June - August:

- Organize small community meals - working with co-hosts, identify a location, recipe, number of attendees, date/time, and activities.
- Order appropriate number of Meal Kits through Local Crate
- Coordinate transportation to meal and meetings with NewTrax as needed



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- Act as organizer (“sous-chef”) at small community meals by helping set-up, preparing meal, engage with attendees, and clean-up.
- Track small community meal data – number of attendees, number of meals served, community engagement evaluation data, and meal cost.
- Attend monthly East Side Table Working Council meetings.
- Support monthly Senior Advisory Council meetings.

August - October:

- Attend monthly East Side Table Working Council meetings.
- Support monthly Senior Advisory Council meetings.
- Work with East Side Table Working Council to draft Senior Pilot evaluation report including tracked data, community engagement surveys, and participant experience stories.

Other activities:

- Support engagement with Youth Advisory Council
- Support planning of intergenerational meals in summer 2018

Qualifications:

- Experience working with senior populations preferred
- Education or experience in commercial food preparation, nutrition, senior outreach or other similar areas.
- ServSafe preferred, but opportunity to receive with support from East Side Table to complete
- Personal, volunteer or work experience with diverse and/or low-income populations would be great!
- Proficient in Microsoft Word, Outlook, and Excel
- Self-motivated and ability to follow through and take independent initiative
- Ability to work occasional evenings and weekends
- Access to personal transportation for work travel

To apply: Send resume and letter of interest to info@eastsidetable.org or call 651-300-2505 for more information.