



THE BREAD PROJECT

Job Description

Recruitment & Program Associate

Organization

The staff, board of directors and volunteers of Bread Project (TBP), a **California not-for-profit organization**, believe that every person deserves meaningful, productive, self-sufficient work. Our mission is to alleviate poverty by assisting individuals to gain and master skills necessary for successful employment in the baking and food services industries. Our participants experience multiple barriers to employment.

Our [Bakery Bootcamp](#) provides 130+ hours of skills training in the fundamentals of commercial baking and job readiness preparation during a four-week course at TBP facilities in Berkeley, CA. During Bootcamp, participants earn their CA Food Handlers Card, the entry-level credential necessary to work in commercial kitchens and bakeries. Participants also earn 12 months of job placement support following graduation. In addition, TBP operates social enterprises through a Business Incubator and business-to-business sales. The [Business Incubator](#) supports small, local bakery businesses -- typically owned by women and people of color, by making our commercial kitchen available to them when it is not in use for TBP instruction or production. In addition, TBP employs its graduates to assist in meeting production requirements for baked goods sold to commercial businesses including: Ladle and Leaf; DOUGHP (edible cookie dough) and MeloMelo Kava Bar.

TBP's current staff is small (6 full-time employees; 1 part-time) and mighty! This highly skilled-team currently seeks to add a dynamic, skilled, mission-driven professional as **Recruitment & Program Associate**.

Position Overview

The overall responsibility of the Recruitment & Program Associate (Associate) is to effectively execute the goals, objectives and activities required to fully subscribe Bakery Bootcamps throughout the year. Optimal participation rate for each Bootcamp is 12 individuals. In addition, the Associate teaches portions of the job-readiness curriculum during each cohort, is responsible for data collection and grants reporting and provides general support for The Bread Project participants, staff, board members and volunteers to ensure the best outcomes possible. The Associate is the primary point of contact for some revenue grants and community partners. The Associate reports directly to the Chef Instructor.

Primary responsibilities include, and are not limited to:

1. Recruitment of training participants. Optimal participation rate is 12 individuals for each Bootcamp



2. Administrative tasks for program functions (daily), engaging participants and teaching portions of the job readiness curriculum
3. Monitor, evaluate, complete data-entry and reports for board and funders that include program outcomes, participant demographics and goals (status and projections)

The Associate acts on behalf of TBP to engage external constituent groups and stakeholders. The Associate must collaborate and communicate successfully with colleagues, supervisors, community and referral agencies to gain support for recruitment and other opportunities for participants during the program and after graduation.

Recruitment & Program Oversight

- Manage all aspects of intakes, including scheduling appointments, organizing and distributing applications, and communicating with other Program Staff to evaluate each applicant
- Develop and coordinate sustainable, high-impact programs linked to opportunities for graduate employment and organizational funding
- Ensure successful implementation, evaluation and coordination of services; and ensure programs comply with funding regulations, program goals, and stakeholder expectations.
- Review program policies regarding participant eligibility, recruitment and intake procedures, and program completion requirements
- Research and analyze participant/community needs to determine corresponding program services
- Collect and maintain records and data for program participants and activities to meet program and grant reporting requirements
- Maintain database for community contacts, meetings, and outreach presentations
- Evaluate curriculum on an ongoing basis to ensure achievement of key performance indicators for client enrollment, graduation and employment
- Forecast and track total number of clients to inform outreach strategies and service delivery
- Represent organization with external partners on special initiatives

Monitoring & Evaluation

- Contribute to strategic planning for program and organization
- Ensure adherence to all organization and funder protocols and contract requirements for accurate and timely client data collection and reporting
- Oversee, create and innovate, systems which track the organization's progress including data collection, program evaluation, and reporting
- Collect and report participant demographics program data for grant reports
- Assist in creation of the annual report for the public which describes service outcomes
- Customize database to meet the evolving needs of the organization and core program deliverables
- Train appropriate staff in data procedures and modifying data already existing in database
- Analyze feedback and data from programs and adjust program goals as needed



- Handle the collection of data and regularly submit reports for the Alameda County SNAP Grant

Delivery of Training

- Provide orientation to all participants which includes reviewing training policy, participant contracts and program expectations on the first day of each Bootcamp
- Provide instruction and teach job-readiness curriculum during Bootcamp (example: vision board activity, goal setting, professional communication and interview preparation)
- Maintain consistent, quality, accountable standards in delivery of program services, support to participants and reporting to supervisor, staff, board and funders
- Evaluate participants' progress during the program and provide written and oral feedback and coaching to participants to improve performance and successful program completion
- Provide accurate and timely information and referrals to volunteers and other staff to assist Bootcamp participants and graduates as needed

Relationship Building

- Build strategic, effective relationships partners and supporters including referral partners, workforce development agencies, community-based organizations, government entities and volunteers
- Develop and implement outreach protocol for internal and external communications about Bakery Bootcamp
- Coordinate and conduct recruitment activities including on-site and off-site presentations about Bakery Bootcamp to audiences of potential participants
- Prepare general program materials for use in outreach to the community and employers

TBP Requirements

- Associates Degree or Bachelor's Degree or 3 years college
- Teaching or Adult Education, and/or Non Profit experience preferred
- Experience working with low-income populations a plus
- Keen attention to detail and ability to work independently and with a team
- Reliable, punctual, ethical, and responsible work habits
- Exceptional verbal (oral and written) communication, and analytical skills
- Competent collaborator and skilled cross-functional communicator
- Effective time manager with respect for deadlines
- Ability to identify errors and solve problems
- Tech savvy; Internet navigation skills are essential
- Critical thinker

Starting Salary

Commensurate with position requirements for not-for-profit organization

If interested, [attach cover letter and resume](#) using MS Word and send via email to pamela@breadproject.org.



The Bread Project is committed to providing equal employment opportunity to all employees and applicants for employment without regard to their race, color, religious creed, sex, gender identity, gender expression, age, national origin, ancestry, citizenship status, physical or mental disability, medical condition, pregnancy, marital or veteran status, sexual orientation, height and weight, or other personal characteristics as may be protected by applicable law. All inquiries are held in strict confidence.