



Program Coordinator

Job Description:

The role of Program Coordinator is at the heart of our activities at Convivium. At Convivium we fulfill our mission to improve life through food by providing classes, demonstrations and experiences in three areas of the food cycle: Growing, preparing, and enjoying food. The Program Coordinator plays an essential role in organizing and coordinating the daily activities that help us fulfill this mission. This person helps coordinate our classes and public demonstrations, as well as individual and group volunteer opportunities. They also plan and execute special events and other outreach activities in the community. 30 hours per week.

Job Duties include, but are not limited to:

- Engage in networking and outreach activities with individuals and private and public organizations aligned with Convivium's mission to increase awareness of our non-profit programming. Maintain current collaboration and partnerships.
- Oversee and coordinate volunteer opportunities for groups and individuals.
- Plan and coordinate Convivium's four annual fundraising events: Souper Bowl Sunday, the Community Pancake Breakfast, Convivium's Open House, and the Farm to Table Dinner
- Plan, schedule and coordinate Convivium's educational programming for children and adults.
- Develop new initiatives to support Convivium's strategic direction and non-profit mission.

Knowledge, Skills, Abilities:

- Passion for food and community
- Knowledge of non-profit operations and familiarity with non-profit sector
- Experience with volunteer coordination
- A problem solver who can plan workflow, with caring attention to detail, handle multiple task simultaneously, meet deadlines and follow through
- Take initiative, think creatively, and work collaboratively
- Confidence in interacting with staff, customers, volunteers, donors and other stakeholders, including outside agencies
- Stellar customer service and administrative skills, written and oral communication
- Demonstrated proficiency in MS Office suite of products
- Empathy, flexibility, and ability to contribute effectively as part of a small, dedicated team



Ideal candidate will possess the following qualifications:

- Bachelor's degree required (extensive relevant work experience may also be considered)
- Three years of program management experience in the non-profit sector or similar environment, required

About us:

Convivium Urban Farmstead is a non-profit organization that was founded on the idea that many of our world's problems stem from a lack of connection – to ourselves, our community and our environment. At Convivium, we hope to foster this connection, or reconnection to those areas of our life and we use food to do it.

Why food? Because it is universal. Everyone eats. And the ritual of eating is more than just satisfying our hunger – it involves the farmer that grew it; the soil, sun and rain that gave it life; the person who prepared it and the people with whom we enjoy it.

Our mission at Convivium is to improve life through food. We accomplish our mission through classes, demonstrations and experiences that use food to foster connection to ourselves, our community and our environment. We also provide free meals, as well as tools and education about healthy food choices to children and adults who are struggling with food access.

To Apply: Send your resume to Leslie Shalabi at, info@convivium-dbq.com, Please write "Program Coordinator" as the subject of the email.