



At the Kids Table Program Coordinator, Paid

Location: Oklahoma

3 class contract (Classes are conducted in a rural Oklahoma area with kids ages 4-12)

No more than 20 hours/weekly part-time | \$16.67/hour

A Table in the Wilderness is a plant-based organization working to provide spiritual and physical food to those who need it. The Program Coordinator will be responsible for planning, executing, and maintaining our At the Kids Table program in rural Oklahoma (Choctaw, Harrah, Guthrie, Jones, Luther, etc.). At the Kids Table in an interactive STEAM cooking program for kids and their parents. Grocery lists, class agenda, script, tools, literature and curriculum is provided and specified for each class. Paid training is provided.

Responsibilities & Qualifications

Responsibilities during the contract will include, but not be limited to, the following:

- Conduct 3 At the Kids Table classes in the community to teach children and parents how to create a healthy dish while teaching STEAM (science, technology, engineering, art or math).
- Research and contact potential venues for class (must be in rural Oklahoma only)
- Prepare gift packets and education materials for events
- Order and shop for groceries for class
- Volunteer recruitment for events
- Solicit local stores for in-kind donations
- Assist with volunteer communications; thank you's, contact and stewarding volunteers
- Become proficient in office systems, such as: online organizational filing system, expense tracking, donor database, Google Docs, etc.
- Support outreach to connect participants with other programs within ATITW
- Weekly meetings with staff
- Attend online 1:1 with supervisor to ensure proper event execution
- Other duties as assigned

Qualifications for the ideal candidate:

- Education, nonprofit management, entrepreneurship, health coach, health event planning or other relevant experience, Nutritionist or Dietitian encouraged to apply.
- Must follow directions and leadership to be successful in this position.
- Must pass a background check
- Must have event-planning experience (Cooking Class, Health Expo, Community Event, etc)
- An effective communicator in written and oral form
- Detail-oriented, proactive, a love for organization, ministry work and administration, ability to prioritize, and meet deadlines
- This person must be exceedingly well organized, proactive, flexible and dedicated to helping in a support role.
- Technical computer skills, especially in Microsoft Word and Microsoft Excel
- Comfortable working independently on assignments and in collaboration with others
- Must have reliable vehicle and computer with internet access
- 15 hours per week, time sheet and checklist required to complete weekly

Please submit this application with resume and email cover letter to laurel@atableinthewilderness.org. Please provide 2 professional references.