



THE  
CAMPUS  
KITCHENS  
PROJECT™

## The Campus Kitchens Project Program Director, Eastern Region Job Description

**Job Title:** Eastern Region Program Director, The Campus Kitchens Project  
**Location:** Washington, DC  
**Type:** Full time, Salaried Position  
**Reports to:** Director of the Campus Kitchens Project

### **Description:**

#### *Management of affiliate relationships:*

- Ensure safety at all Campus Kitchens in day-to day programming, crisis management, and core operations.
- Support implementation of auxiliary programming (e.g. nutrition education).
- Work with affiliates to develop and maintain materials needed to implement core and auxiliary programming.
- Facilitate inter-Campus Kitchen collaborations.

#### *New Program Set-up:*

- Support new affiliates in developing initial partnerships with local community, develop a staff training schedule, and a new site implementation plan.
- Training: Conduct Yearly Boot Camp and follow up training visits at individual Campus Kitchens
- Resource Development: support local program in establishing financial, in-kind and community partnerships to fit local program design.

#### *National Office*

- Participate in planning for annual conference.
- Maintain document-sharing systems.
- Offer technical and programmatic workshops for network staff.
- Work with schools as they develop their Campus Kitchen Task Force (temporary program before full affiliation).
- Develop and maintain materials, speaker series and reporting requirements for national internship program.
- Work with potential Campus Kitchen host schools and the New Site Development Manager to facilitate CKP expansion.

#### *Reporting:*

- Annual audit and site visit of each Campus Kitchen in Eastern region.
- Collect and synthesizes six-month reports.
- Manage contracts/compliance requirements and submit annual requests for affiliation fee.

#### *Customer Care:*

- Establish and maintain communication plan with the Campus Kitchen Coordinator.
- Communicate with coordinator and local dining services partner as needed.
- Weekly communication between Eastern and Western Regional Managers.
- Manage regional recognition for volunteers and staff.

### **Qualifications**

- Excellent communication skills, both verbal and written, with school administrators, vendors, community partners, and students
- Experience using Microsoft Office applications
- Organizational skills to maintain and follow up on information
- Friendly demeanor to appeal to wide variety of customers
- Interest in a non-profit is a plus!

### **How to Apply:**

Interested applicants must send a cover letter, résumé, and salary requirements to:  
[hr@dccentralkitchen.org](mailto:hr@dccentralkitchen.org).