



Job Description

Job Title: Houston Regional Program Associate

Department: Food Access and Education

Reports To: Houston Regional Program Manager

Status: Part-Time, Hourly

Organization

With roots dating back to 1975 as Austin Community Gardens, Sustainable Food Center (SFC) is involved in every step of our local, regional food systems across Texas. Our mission is to transform the food system to nourish our health, land and livelihood.

About SFC

At SFC, we are passionate about our work and share a commitment to expanding access to locally grown food raised with integrity and care, for all members of our community. Join us if you are driven to build and create lasting change that supports people and the planet.

We're on a Journey

SFC is an equal opportunity employer and values diversity on our staff and in our community. We strive to create a workplace that reflects the communities we serve and where everyone feels comfortable bringing their full, authentic selves to work. To that end, we have organized multiple all-staff trainings, created internal working groups that celebrate our diverse community, and integrated equity principles into every aspect of our work.

We uphold the following Core Values: Integrity, Courage, Equity and Community

- *Integrity: We take pride in what we do and hold ourselves accountable to one another and the communities we serve by being transparent, following through on commitments, and communicating outcomes to all stakeholders.*
- *Courage: We lead the way in transforming our food system by taking risks and implementing innovative approaches to achieve our vision. We embody a growth mindset and view setbacks as opportunities to learn and deepen our collaboration with others.*
- *Equity: We are working every day to ensure the right of all people to access, grow, and consume nutritious and culturally relevant food. We acknowledge that our food*



system has been built on systems of oppression and prioritize serving marginalized communities and promoting inclusion through our work.

- ***Community:** We center the voices, priorities, and wellbeing of the communities we serve in our work. We elevate community member input by providing open channels for feedback and collaboration.*

About the Role

This is a part-time hourly position at 20 hours per week. Required availability some evenings and weekends.

The Part-Time Houston Regional Program Associate supports the Houston Regional Program Manager in the day-to-day implementation of SFC's bilingual cooking and nutrition education program, The Happy Kitchen/La Cocina Alegre® (THK/LCA), in the Houston-metro area. The Associate assists with class logistics, material preparation, data collection, and on-site support at THK/LCA classes, and supports outreach activities including Probaditas recipe samplings and community events. This is a hands-on, community-facing role that requires regular travel to class and event sites throughout Houston. This role requires consistent written and verbal communication in English and Spanish.

What you'll do:

- Supports the Houston Regional Program Manager in the implementation of THK/LCA classes across the Houston-metro area, including preparing Cook Kits and class materials, setting up and breaking down class spaces, and providing on-site support.
- Organizes and maintains inventory of Cook Kits, class materials, and equipment used by THK/LCA facilitators.
- Supports ingredient and grocery procurement for THK/LCA classes.
- Prepares handouts, facilitator guides, and other educational materials for THK/LCA classes.
- Supports data collection at THK/LCA classes, including distributing and collecting surveys and taking attendance; enters data into SFC's database systems.
- Trains as a THK/LCA facilitator in order to serve as a substitute facilitator as needed.
- Supports Probaditas (recipe sampling) events at farmers' markets, grocery stores, and community sites, including setup, food preparation, recipe demonstrations, and participant engagement.



- Assists with outreach activities and community events to promote THK/LCA classes and SFC programming in the Houston area.
- Assists with the organization and coordination of focus group sessions and other grant-related community engagement activities.
- Other duties as needed.

About you:

You enjoy working collaboratively in a team setting and have the skills to build long-term relationships with community members and partners. You have strong social-emotional skills in key areas, including self-awareness, self-management, social awareness, relationship skills, and responsible decision-making. You are confident engaging with individuals of diverse cultural backgrounds. You can create a detailed plan, but know how to be flexible and creative if the situation calls for it. You have a working knowledge of food and nutrition. You are passionate about addressing complex social issues with an equity and justice focus.

Qualifications:

- Strong customer service skills and experience working with and desire to serve economically disadvantaged and ethnically diverse communities
- Reliable transportation to work sites throughout the Houston-metro area
- 18+ years of age
- Able to safely lift 40+ pounds
- Able to interact with program participants in a positive and professional manner
- Adaptability to a fast-paced environment while conducting program activities and communications as efficiently as possible
- Proficient in using a computer and tablets for data entry

Skills:

- Bilingual and biliterate (English/Spanish), required
- Written and oral communication
- Administrative skills, including tracking tasks and activities
- Teamwork, including communicating consistently within and across teams



- MS Office applications, including Excel, Word, and Outlook
- Community engagement and relationship building

Working Conditions:

This position requires regular travel throughout the Houston-metro area to class and event sites, as well as occasional weekend work hours (including programming, trainings, or outreach activities) and in-person visits to host sites. Employee must have reliable transportation. This is a hybrid position with days worked from home and in the office environment.

Physical Requirements:

While performing the duties of this job, the employee is occasionally required to stand, walk, and sit. The employee must occasionally lift and/or move up to 40 pounds.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

The company will provide reasonable accommodations to qualified individuals with disabilities to enable them to perform these essential functions, provided such accommodations do not cause an undue hardship.

Compensation: \$19.82 per hour

To Apply:

Please email your résumé and two references to nletton@sustainablefoodcenter.org, with the subject title: Part-Time Houston Regional Program Associate

Applications accepted until the position is filled. No phone calls accepted or returned.