



Detroit Food & Entrepreneurship Academy
4444 Second Ave, Detroit, MI 48201
(313) 687-4190 | www.detroitfoodacademy.org

JOB OPENING: Operations Coordinator

Detroit Food Academy is seeking an Operations Coordinator for our youth-serving organization. Fresh from a successful year of engaging, virtual leadership and culinary arts programming for youth citywide, we anticipate some exciting growth for the organization. We are currently seeking an Operations Coordinator to support the day to day operations of the Detroit Food Academy, as we offer high quality leadership programming to youth at middle school, high school, and community centers across Detroit, Hamtramck, and Highland Park.

Location: 4444 2nd Ave, Detroit, MI 48201 & remote

Compensation: \$20-\$25/hour, based on experience

Additional Perks: Ability to work from home, as needed; opportunities to grow/expand role

Schedule: Hourly employee, up to 20 hours/week

About Detroit Food Academy

Detroit Food Academy works with local educators, chefs, and business owners to inspire young Detroiters through entrepreneurial experiences rooted in food-- experiences which open doors, create connections, and cultivate confidence. From cooking delicious healthy meals for friends and family, to facilitating complex conversations with community, to developing artisanal food projects from scratch to market, students learn by transforming their ideas into reality.

About the Role

We are seeking a person who enjoys working on a team towards a larger goal, asks questions, and is interested in growing. They are very comfortable with technology, budgets, formal grant proposal writing, managing details, and being organized. This person would be working mostly remotely through this summer but is open to exploring in-person office work a few days a week when this is available. Communication is a top priority in this role, with prompt replies expected during work hours in order to move projects forward.

The Operations Coordinator (OC) works with the DFA leadership team to maintain financials, data, budgets, and all systems of technology DFA uses to synthesize information and communication across our larger team. In leadership team meetings, OC will report out on their tasks, metrics, and play a role in cross-organization

projects. During the work week, OC will collaboratively work with DFA Directors while ensuring their day to day tasks are complete. OC will frequently share meaningful information by remaining in close contact with project directors and ask relevant questions as needed.

You are an ideal candidate as a systems-thinker who sees the big picture of the organization and can support that vision by planning the details to make projects happen smoothly. You can keep track of relevant details and data, and create, contribute to, and maintain budget spreadsheets and maintain a well organized system via shared document storage systems. You are comfortable writing professionally and can contribute to formal and informal communications with funders, business partners, youth and families. You are a clear, quick, and effective communicator who regularly responds to emails, text, calls, and messages, ensuring your team is engaged regularly with questions and updates. You are open to feedback and committed to growth.

This position requires access to a working, reliable computer and a fast, reliable internet connection that can support streaming video conferences.

Candidates for this position might not possess all of the qualifications listed below. DFA is committed to finding the right person who will be proactive in learning while on the job, practicing new skills, and strengthening existing ones. The right person is also willing to take an active role in improving a growing organization, where patience and creativity are necessary.

Responsibilities

- Support operations throughout the organization, including fundraising, data, storytelling, and administrative support
- Cultivate prospective funders including local and national foundations, individual donors, and business donors
- Draft grant applications and grant reports, maintain grant schedule
- Ensure youth paperwork is completed and all records (ex: attendance, surveys) are tracked and regularly updated in DFA's database and recordkeeping systems
- Support data management and evaluation efforts
- Support development of DFA's quarterly newsletter and other outreach materials
- Manage social media, website, and online advertising
- Support Human Resources processes including payroll and new hire paperwork
- Support accounting controls and processes, including managing expense tracking and receipt processing

Qualifications

- Passion for Detroit Food Academy's mission and work
- Reliable, consistent, and dependable
- Excellent verbal and written communication skills
- A reliable and working computer, phone and WIFI
- Experience with building and contributing to Excel-based budgets
- Experience writing professionally, including for grant applications
- Experience using Excel, Word, PowerPoint, Dropbox, Drive
- Experience and comfort working as part of a team and independently on projects, especially remotely/virtually
- Consistent communication
- Ability to work independently and as part of a team

You may have experience in:

- Quickbooks Online
- CRM software like Salesforce
- Expensify, Slack, Deputy
- Grant writing
- Designing flyers, websites, content for social media

How to Apply

To apply, please send your **cover letter, resume, and a professional writing sample**, to apply@detroitfoodacademy.org, **using the job title as the subject line, by Friday, June 18.**

In your cover letter, please answer the following questions with no more than 3-5 bullet points per question:

1. Why do you want to work at Detroit Food Academy?
2. What experiences or qualifications make you an ideal candidate?
3. And, anything else you would like us to know.

Please also include:

- a resume with applicable experience
- a professional writing sample that demonstrates your communication skills, for example grant application text, an essay, or an article

Equal Opportunity Employment Policy: DFA is an Equal Opportunity Employer and does not discriminate against applicants or employees because of race, color, religion, creed, national origin, ancestry, ability, weight, gender, sexual orientation or age. DFA gives full and fair consideration to applications from disabled persons and to provide appropriate training, development and promotion prospects to persons with disabilities. **We strive to reflect the diverse communities we serve. Applicants who contribute to this diversity are strongly encouraged to apply.**