

Interim Edible Hope Kitchen Program Director
Job Description
St. Luke's Episcopal Church

Edible Hope Kitchen (EHK) serves a free morning meal every weekday from the basement of St. Luke's Episcopal Church in the Ballard neighborhood of Seattle. EHK's mission is to build community through a shared meal, love, and service. We are seeking an energetic and compassionate Interim Director to work part time.

The Program Director works alongside the Vicar and the Edible Hope Advisory Board. Operations will be moving to a new site in 2024 while the property is redeveloped for Affordable Housing and a new church space. The Director will be part of the transformation of this 35 year old service into new ways of feeding and caring for our neighbors in need.

The Interim Program Director oversees the operations and financial management of the EHK.

The Program Director must demonstrate:

- Experience with fundraising and grant writing.
- Strong communication and personnel management skills.
- Previous experience with low income and unsheltered populations.
- Willingness to lead by example and engage people of all ages.
- Ability to lift 25 lbs. occasionally.

The Program Director

- Reports directly to the Vicar, works with the EHK Advisory Board and provides regular reports and accounting to the Bishop's Committee.
- Raises funds through direct appeal, online fundraisers and events.
- Assists with donor recruitment and retention.
- Works with the Advisory Board to develop a plan for ongoing services when the current St. Luke's site is no longer available (2024).
- Supervises the Kitchen Manger, additional staff and interns.
- Works with the Kitchen Manager to recruit and train volunteers.
- Works with the Board and Bishop's Committee to manage the budget.
- Coordinates repairs, maintenance and replacement of equipment with the Vicar, Bishop's Committee and parish staff.
- Oversees the safety and security of the food, volunteers and guests by enforcing proper food handling procedures, St. Luke's Code of Conduct, First Aid procedures and providing emergency response as necessary.
- Coordinates with State and local service providers.

Benefits

- This is a 20-25 hour/week, non-exempt position
- \$30-\$35/hour. Compensation based on experience.
- Benefits and leave will be consistent with St. Luke's Episcopal Church Personnel Manual

To apply, send a resume and cover letter to Rev. Britt Olson, britt@stlukesseattle.org. Your cover letter should include information about your interest in the position and experience with fundraising and in working with individuals who are unhoused. Applications must include a cover letter to be considered. Applications will be reviewed as they are received with priority given to those received before March 10, 2023. For more information, see the following web links: <https://stlukesseattle.org/edible-hope/> or <https://www.facebook.com/EdibleHope/>. Additionally, you can contact the church at info@stlukesseattle.org or (206) 784-3119.