



Position Title: ProStart Coordinator

Job Type: This is anticipated to be a 20-25 hour per week commitment; the selected candidate will operate as an independent contractor of the Restaurant Association of Metropolitan Washington (RAMW), and will be managed by LINK project managers.

Reports To: LINK Strategic Partners

Position Summary: ProStart is a nationwide, two-year program for high school students that develops the best and brightest talent into tomorrow's foodservice industry leaders. From culinary techniques to management skills, ProStart's industry-driven curriculum provides real-world educational opportunities and builds practical skills and a foundation that will last a lifetime.

The ProStart Coordinator will work closely with LINK Strategic Partners (LINK) project managers and the Restaurant Association of Metropolitan Washington (RAMW) to implement and expand the ProStart Program throughout the District of Columbia. The coordinator will liaise with educators and administrators to develop, maintain, and help implement all of the standards for the program. The coordinator will initially report to LINK and split time between LINK's office and the RAMW office; beginning in February 2019, the coordinator will be fully housed within RAMW and will begin reporting directly to RAMW. This part-time position has the potential to become a full-time position in the future.

For more information on ProStart, visit: <https://chooserestaurants.org>

For more information on RAMW, visit: <https://www.ramw.org>

Responsibilities:

- Serve as the lead contact for DC's ProStart program through LINK and Restaurant Association of Metropolitan Washington (RAMW); liaise with DC Public Schools and DC Public Charter Schools to recruit new schools for the ProStart program.
- Work with ProStart teachers to coordinate curriculum and teacher training throughout the year.
- Visit and assist schools as necessary to ensure that they are meeting the standards set for the program.
- Communicate and register teachers for all trainings. Prepare paperwork for invoicing of trainings for LINK.
- Promote and process Educated Eats Scholarships for ProStart students, teachers, post-secondary students and industry professionals.



- Network with hospitality industry professionals to develop worksites and mentors for ProStart students. Visit established and potential worksites of ProStart students as needed.
- Build and maintain RAMW's database of prospective and current hospitality industry professionals, mentors, students, parents, teachers and competition judges.
- Assist with the planning and implementation of the DC ProStart Student Invitational and National ProStart Invitational as directed by LINK and RAMW.
- Maintain accurate record of expenses and submit expense reports to LINK at least once a month.
- Identify opportunities to promote the ProStart program to the media.
- Assist with the maintenance of all social media for ProStart in DC.
- Work with the LINK and RAMW to secure funding for the continued growth of the ProStart Program.
- Complete required annual reports for ProStart, including marketing reports.
- Maintain accurate up-to-date information for current ProStart schools for website and print.
- Attend designated events and meetings as requested by LINK and RAMW.
- Assist with other duties and responsibilities as assigned by LINK and RAMW.

Qualifications:

- Bachelor's degree is preferred
- Excellent oral and written communication skills
- Strong interpersonal skills. Must be comfortable in networking situations
- Must be highly detail-oriented and organized with the ability to multi-task
- Self-Motivator with the ability to work independently
- Ability to meet deadlines and follow through on tasks
- Proficient in Microsoft Office products
- Ability to occasionally lift up to 30 pounds
- Experience and knowledge of the foodservice industry is preferred

To Apply:

Interested candidates should submit a resume and cover letter to mbarker@linksp.com.

Candidates should open their cover letters by answering, "I am the single best candidate for the ProStart Coordinator position because..."