



## **Colorado Chefs Association, American Culinary Federation**

Organization: Nonprofit, Trade Association

Position: Event Coordinator/Multi-Media Specialist

Position Type: Temporary Part-Time Position – 20 hours/week

Hire Date: December 1, 2019

End Date: May 1, 2020

Education: Bachelor's Degree

Note: Position may be considered for a permanent part-time position after May 2020 if the needs of the organization continue.

### **Job Summary:**

The Colorado Chefs Association is hiring for a temporary part-time position. This candidate will report directly to the Executive Director of the organization.

The Colorado Chefs Association is a local chapter of the American Culinary Federation. The organization is a nonprofit and a trade association. The ideal candidate will have strong knowledge of the Colorado culinary industry, and solid connections within the industry to carry out daily tasks.

The candidate will be responsible for planning and carrying out the chapter's biggest fundraiser of the year in February 2020. They will also carry out daily tasks of social media updates, updating the organization's website, sending out emails to members and sponsors, and managing the office of the Colorado Chefs Association. The candidate should be comfortable creating content on all platforms (facebook live appearances, TV appearances, social media postings) to ensure the association's marketing plan is carried out weekly.

This person should have a passion for food, community and the hospitality industry.

### **Job Duties** - *The duties of this position include but are not limited to the following:*

- Plan and carry out the organization's biggest fundraiser of the year in February of 2020 (includes marketing the event, selling tickets and being at the event to ensure day-of execution)
- Craft creative content for the organization's website (video content, food blogs, trendy recipes)

- Update the organization's website daily with new content
- Manage the organization's social media channels by developing engaging and educational content to post daily
- Create and send emails to the organization's members and sponsors
- Respond daily to email inquiries about the association and direct them to the proper outlet
- Plan, execute and attend the chapter's monthly gathering of members
- Work with restaurants, chefs and local culinary industry leaders to grow the organization's membership
- Manage the organization's online membership database and successfully renew current members
- Work with the organization's Apprenticeship Director to support the chapter's student culinarians and the program (ie – attend career fairs, attend apprenticeship class when needed, help plan student culinary tours)

**Qualifications and Skills:**

- Knowledge of the Colorado culinary industry
- Motivated, team player that displays confidence and is capable of handling and carrying out multiple tasks
- Strong communication and a positive attitude
- Creative, flexible, well-organized
- Video production/editing
- Must have a computer and internet access to carry out daily tasks of the position
- Travel around the state and out of state is minimal, but candidate must have a valid driver's license and car in order to pick up materials needed for the job and to visit members and potential members of the organization

Please email Colleen Ferreira at [colleen@acfcoloradochefs.org](mailto:colleen@acfcoloradochefs.org) if interested. Please include resume and references.