

# Bridging The Gap

## Position Description

<b>Job title</b>	Green Dining Alliance Program Coordinator
<b>Reports to</b>	Donar and Business Engagement Manager
<b>Status</b>	Part-Time Exempt

### Job purpose

Bridging The Gap (BTG) is the Kansas City sponsor for the Green Dining Alliance (GDA) program, the region's only third-party certifier of restaurants in sustainability. The GDA Program Coordinator's primary focus is to recruit and mentor new restaurants while recertifying existing GDA restaurants and helping them meet new sustainability goals on a yearly basis. The coordinator will be the chief liaison with program participants and stakeholders. The candidate should be prepared to work independently to create new business leads, develop relationships, perform restaurant sustainability audits, and coordinate the program with support from BTG staff members, volunteers, and the Board of Directors

### Primary Duties and Responsibilities

This position will primarily be responsible to:

- **Recruitment & Cultivation:** Identify, recruit, and cultivate relationships with a diverse set of restaurant participants for GDA certification.
- **Auditing & Certification:** Schedule, audit, and certify restaurants through virtual and in-person formats with an intention toward education and achieving sustainability goals.
- **Strategic Consulting:** Work with participating restaurants to develop tailored strategies for meeting program goals and advancing sustainable business practices.
- **Education & Outreach:** Develop, coordinate, and lead educational programs and promotional outreach events with partners such as the Greater Kansas City Restaurant Association and the City of Kansas City, Missouri.
- **Curriculum Development:** Develop curriculum for and facilitate trainings with other BTG staff.
- **Administrative Management:** Research products, services, and information to advance green dining goals. Perform administrative duties, organize data for audit and quarterly reports, and update databases.
- **Supervision:** Supervise other program staff, VISTA, or interns for the Green Dining Alliance and distribute program responsibilities appropriately.
- **Program Growth:** Assist with grants and sponsorships in collaboration with the Executive Director and assist in the development of new programs and special projects.

Other job-related duties as requested and subject to reasonable accommodation.

### Qualifications

- **Industry Experience:** Previous knowledge of and experience in the food service industry, especially product sourcing.

- **Project Management:** Experience in program development or project management.
- **Communication Skills:** Demonstrated competency in public speaking, writing, and creative problem-solving.
- **Environmental Expertise:** Strong interest in/understanding of environmental issues, green restaurant practices, and sustainable design/operations.
- **Technical Proficiency:** Proficient in Google Drive, Excel, Word, and PowerPoint. Competency working on social media platforms (Facebook, Instagram, Twitter).
- **Organization:** Detail-oriented with excellent time management skills and the ability to work independently.
- **Desired:** Bachelor's or master's degree in a sustainability-related field. Previous sales and consulting experience. Experience with accreditation systems (e.g., LEED).

### Working conditions

This is a part-time position with some flexible schedule. The work is primarily conducted in an office setting but may require time in the field to coordinate routes. The typical work week falls within Monday to Friday, 9 AM to 5 PM. Ability to work weekends and evenings periodically.

### Physical requirements

- Prolonged periods of sitting or standing at a desk and working on a computer.
- Ability to communicate effectively with staff, vendors, and the public both verbally and in writing.
- Ability to occasionally lift, bend, stoop, or carry office supplies, equipment, or documents up to 25 pounds.
- Ability to navigate office facilities and travel to different work locations, as required.

### Positions Supervised

- **Direct Supervision:** Supervise other program staff, VISTA, or interns for the Green Dining Alliance and distribute program responsibilities appropriately.
- **Volunteer Oversight:** The oversight, training, and coordination of volunteers.

### Compensation & Benefits

- **Salary:** \$30,000 per year
- **Benefits:** Professional development opportunities and mileage reimbursement are provided.

Bridging The Gap is an equal opportunity employer and understands the value of having a team with a diversity of experiences and perspectives to optimize our potential for compassion, collaboration, creativity, and excellence in service. BTG encourages people from all backgrounds to apply. BTG firmly supports the principle and philosophy of equal opportunity for all individuals, regardless of age, race, gender, creed, national origin, disability, veteran status or any other protected category pursuant to applicable federal, state or local law.

**To apply:** Please submit (email preferred) a cover letter and resume outlining your qualifications for the position including work background, education, experience, and other skills that may qualify for this position to:

Bridging The Gap, Inc.

Attn: Glenda Swinton

[glenda.swinton@bridgingthegap.org](mailto:glenda.swinton@bridgingthegap.org)