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**JOB DESCRIPTION: Food Program Coordinator**

**"Taimon Booton" Navigation Center**  
**Salaried Position, Full Time: 40hrs/wk, \$60,000 annually**

Are you passionate about improving the lives of unhoused people by offering care and genuine sanctuary? Do you want to contribute to ending gender-based violence by providing a dignified food program shelter and consistent service to transgender and gender nonconforming (TGNCI) people and ciswomen experiencing homelessness? Do you have the skills necessary to lead a team and coordinate a program that provides a stable environment for participants' growth? St. James Infirmery is seeking a Site Director for our new Navigation Center in San Francisco, serving TGNCI people and ciswomen.

**About St. James Infirmery:**

The St. James Infirmery is a peer-based occupational health and safety clinic for sex workers of all genders. It is our mission to meet the needs of people engaged in the sex trade through advocacy, direct services, and social justice. St. James Infirmery works actively to combat racism, class inequality, misogyny, homophobia and transphobia, ableism, and all other forms of oppression that lead to discrimination, stigma, and marginalization.

**Position Overview**

The Food Program Coordinator will create, hire for, supervise and implement an expanded service model at a live-in facility for 60+ people that supports the holistic needs of TGNC people and ciswomen experiencing homelessness. We ask the person in this position to bring their interest in health, food justice, and sustainability to the work of designing and implementing a new food program, with the possibility of finding collaborating partners and organizations that will support this work.

You will hire, train, and manage a diverse, multi-disciplinary team to provide a food program, creating a nurturing, welcoming and safe place for people to begin their housing process at this harm reduction-based, holistic, TGNCI and sex worker-centered Navigation Center. With the guidance of the Managing Director, you will provide well-rounded, thorough leadership for your team, including scheduling trainings and facilitating team meetings. This will be the first TGNC specific navigation center in which TGNC leadership and cultural competencies will be centered in all aspects of the job duties and responsibilities.

## **JOB DUTIES AND RESPONSIBILITIES**

- Identify and work with partnering organizations and individuals who will collaborate to create a program for the creation of healthy meals, participatory food preparation, health education, sustainability, and food justice.
- Create weekly meal plans, shop, organize, and prepare meals.
- Maintain a hygienic, covid-safe kitchen and food service area, inspecting food rotation for best practice of food safety.
- Conduct food preparation workshops with small groups of program participants; plan and facilitate opportunities for other team members to work with participants who are interested in food preparation, health education, and more.
- Schedule healthy meals and health education classes, from 1 to 4 times per month
- Develop and maintain relationships with participants to understand their unmet needs inclusive of but also beyond food services
- Document activities with your team and with participants, and complete required reporting
- Attend trainings as scheduled and assigned
- Other duties as assigned by the Program Director

## **QUALIFICATIONS:**

- Interest and experience working in food service is a plus
- Good working knowledge of and sensitivity to individuals with mental health issues such as: PTSD, psychosis, borderline behaviors, bi-polar, and more.
- Experience in or detailed knowledge of the sex industry and occupational health and safety issues affecting/impacting sex workers
- Possess a strong understanding of harm reduction, and trauma-informed care principles and programming
- Commitment to cultural humility and experience working with people of different racial and ethnic backgrounds, gender identities, sexual orientations, people who use substances, including injection drugs, those experiencing homelessness, people with mental health challenges, people with disabilities, and people living with HIV/AIDS and/or Hepatitis C
- Commitment to SJI mission and values, ability to provide outstanding leadership and work cooperatively with colleagues and community members with the highest degree of integrity
- Ability to work independently
- Strong organizational skills
- Bilingual in English/Spanish is a plus

## **PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee is frequently required to stand, walk, sit, and reach with hands and arms, to use a computer and smell. The employee must be able to climb stairs.
- The employee is frequently required to use hands to hold objects, writing instruments, or files; and talk and hear.

- The employee must occasionally lift/or move up to 25 pounds.
- Specific vision abilities required by this job include ability to read, close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- This position requires the ability to review and share the organization's secure electronic and physical files with other program staff; the person in this position will also have access to the organization's and other highly confidential information.
- This position includes direct, in-person service provision. Because of this, the employee must have the ability to perform the job at the program location.
- The employee must be able to follow oral directions in an emergency situation.

### **How to Apply:**

Please submit a thoughtful cover letter explaining your interest in St. James Infirmary and where/how you found out about this career opportunity. Email your cover letter and resume to [jobs@stjamesinfirmary.org](mailto:jobs@stjamesinfirmary.org). Please write your name and the title for this position ("Your Name – Food Program Coordinator") in the subject line of your email. Incomplete applications will not be considered.

St. James Infirmary is an equal opportunity employer. *We strongly urge candidates with sex work experience who are trans or gender non-conforming, people living with HIV/AIDS, women, and people of color to apply.*

Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.

Relocation reimbursement is NOT available for this position.

If an offer is extended, qualified candidates must provide proof of eligibility to reside and work within the United States without sponsorship.

### **Benefits:**

St. James Infirmary offers a competitive salary, commensurate with experience and skills, health insurance, vision and dental insurance, and other employee benefits.