



Director of Education Position March 2018

MISSION

To execute on NOCHI's core values of excellence, hospitality and integrity in the launch and early development of NOCHI's educational programs, both Professional and Enthusiast.

OUTCOMES

- Deliver on the following measures and supports for **Professional** student success
 - Play a leadership role in meeting annual targets as jointly established with the Executive Director and approved by the Board in the following areas:
 - Enrollment
 - Completion Rate
 - Job Placement Rate (likely to include employer satisfaction metrics)
 - Student Satisfaction Ratings
 - Organize and conduct regular evaluations of existing programs/curricula and industry trends/developments to inform ongoing revisions to programs/curricula and the development of new programs/curricula to include Continuing Education programs and a minimum of two additional Certificate programs by Year 4.
 - Provide for compliance with all national, state and regional regulations, as well as any relevant accreditation requirements.
- Eliminate or refine lower-performing **Enthusiast** courses/programs and develop and launch new courses/programs each year to help meet targets as jointly established with the Executive Director and approved by the Board in the following areas:
 - Enrollment
 - Student Satisfaction Ratings
 - Return/Repeat Rate
- Attract, develop and directly manage a growing **Team of 'A' Players** as required by program growth that will include instructors, as well as student services and operations staff.
- Participate in annual budgeting process by developing or refining the budget for NOCHI's educational programs, and regularly monitor financial targets, making changes as necessary or opportunities present themselves to meet financial targets.

CRITICAL ROLE-BASED COMPETENCIES

- Ability to effectively manage multiple kitchen operations, as well as an “academic department”
- Ability to deliver results in a start-up environment
- Ability to demonstrate strong culinary technical skills and extensive knowledge of general culinary theories/principles, current industry trends and developments and New Orleans’ foodways.
- Effective, yet engaging and dynamic teaching and communications style
- Strategic thinking/visioning, organization and planning
- Follow-through on commitments
- Attention to detail
- Ability to hire A Players and develop talent

GENERAL CULTURAL COMPETENCIES

- Flexibility/adaptability
- High standards of excellence
- Service/hospitality mindset
- Enthusiasm and passion for culinary education and New Orleans

PHYSICAL REQUIREMENTS

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

While performing the duties of the job,

- The employee will be regularly required to:
 - Stand and walk for up to seven hours at a time;
 - Talk and hear for up to seven hours at a time in a noisy environment;
 - Taste and smell;
 - Use hands or fingers to handle or feel and reach with hands and arms.
- Specific vision abilities required include close vision, color vision, depth perception and the ability to adjust focus.
- The employee must be able to regularly lift and/or move up to 100 pounds.
- The employee must consistently utilize personal protective equipment, and whenever using a sharp or potentially sharp tool or instrument, wear a cut resistant glove.

ALL OTHER REQUIREMENTS

- Education: Bachelor degree required; MBA, Master's in Higher Ed or related field preferred
- Work experience: 8 years of executive level culinary management experience (in a corporate or regional chef role) with a minimum of 2 years in a multi-unit setting environment, high-end restaurant or four-star hotel; 3+ years of teaching experience
- Computers/Technology: Proficient in Microsoft Office (Word, Excel and PowerPoint) and Google products (gmail, calendar and docs)
- Certificates & Licenses : ServSafe certification ; CEC or ability to obtain CEC certification within six months of employment

For more information, contact carol@nochi.org.