

**POSITION ANNOUNCEMENT:
CULINARY BUSINESS ADMINISTRATIVE SUPPORT SPECIALIST
Salary Range: \$35,000- \$50,000**

Economic Incubators Inc., a non-profit that oversees Collier County's accelerators, is seeking applications for a Culinary Business Administrative Specialist for the Florida Culinary Accelerator @ Immokalee. The culinary accelerator is a full-service, shared-use commercial kitchen and culinary business accelerator. The goal is to assist food entrepreneurs to become economically self-sufficient to develop and grow their businesses.

We're seeking a motivated, self-starter with administrative skills, a food science background and a passion for entrepreneurship to administer the daily operations. This position will work closely with the manager, assist in program development and deliver the services required to support its chefs and businesses. The administrative assistant will be responsible for recruiting, marketing, bookkeeping, communications and other related services. The position reports directly to Dr. Marshall Goodman, President and CEO of the Naples Accelerator.

This position requires confidence and the ability to effectively promote our mission and communicate with a variety of people, including culinary accelerator members, the public, vendors, customers, culinary industry professionals and government officials.

Duties and Responsibilities (including, but not limited to)

- Act as the point of contact for internal and external clients
- Use, train and provide support for the customer-relations management software
- Create and modify various documents using Microsoft Office
- Perform general office duties, such as photocopying, faxing, scanning, mail distribution and filing
- Support the manager by promoting the accelerator and events
- Ensure members keep the kitchen clean and organized
- Track and monitor members and inventory
- Order supplies and research new deals and suppliers
- Bookkeeping tasks
- Track culinary accelerator membership agreements
- Ensure day-to-day office operations are smooth and efficient

Job Requirements

- Bachelor's of Science in Food Science, Culinary Arts, Business or marketing related field is required
- Must have a working familiarity with FDA food laws, USDA Food Safety Inspection Services regulations, HACCP, Florida and county food regulations
- Excellent time managements skills and the ability to prioritize work
- Strong written and oral communication skills, including presentation and public speaking skills; bilingual Spanish skills preferred
- Ability to oversee food safety and quality policies, janitorial and accelerator staff
- Ability to plan, organize and supervise a large commercial kitchen and events
- Strong email and computer skills, including Word, Excel, PowerPoint, database management; social media communication skills preferred, but not required

To Apply:

Send resume and cover letter to Marshall Goodman, President/CEO, at info@naplesaccelerator.com, with "Culinary Business Administrative Support Specialist" in the subject line. No phone calls please.