

The Food Trust

Ensuring That Everyone Has Access To Affordable, Nutritious Food



PROJECT ASSOCIATE CAMDEN, NJ

The Food Trust is a nationally recognized nonprofit dedicated to ensuring that everyone has access to affordable, nutritious food and information to make healthy decisions. Headquartered in Philadelphia, The Food Trust works with neighborhoods, schools, grocers, farmers and policymakers in the city and across the country to develop a comprehensive approach to improved food access that combines nutrition education and greater availability of affordable, healthy food. More information about The Food Trust is available at www.thefoodtrust.org.

POSITION SUMMARY

The Food Trust's *Healthy Corner Store Initiative (HCSI)* seeks to increase the availability and awareness of healthy foods in corner stores in Camden through marketing, training and technical assistance to store owners, a healthy food identification campaign in corner stores, strategic investments in corner store layout to increase store capacity to sell and market healthy items and education and marketing in schools near targeted corner stores. The initiative links corner store owners, community partners and local farmers and suppliers to create and sustain healthy corner stores.

ESSENTIAL FUNCTIONS

Camden responsibilities include:

- Collaborate with Campbell's Healthy Communities Initiative's core team, The Food Trust's HCSI project management, corner store owners, local suppliers, farmers and community partners to develop and implement sustainable strategies for bringing fresh produce and other healthy foods into targeted Camden communities
- Assist in coordination of overall operation of the project with supervision from project management and Campbell's core team
- Oversee and assist in the identification and recruitment of corner stores in Camden
- Implement social marketing campaign and other marketing materials
- Collaborate with project partners to cultivate local entrepreneurship, coordinate store trainings, store conversion plans, and adopt cost effective business strategies
- Assist Senior Manager with linking nutrition education programming efforts with retail development efforts in stores
- Coordinate in-store nutrition education lessons with Food Trust Heart Smarts nutrition educators
- Collaborate with local farms and urban garden on a pilot to source local produce to member corner stores

KNOWLEDGE, SKILLS AND ABILITIES

- A. Understanding of The Food Trusts' mission, goals, and objectives and ability to work independently with a high level of energy and contribute as part of a larger team.
- B. Knowledge of the concepts and practices associated with fresh food retail, small business development or social enterprises.
- C. Ability to travel in and around the Camden, NJ to conduct community outreach and implement programming activities in diverse areas.
- D. Knowledge of community-based business development practices.
- E. Ability to operate a computer and use a variety of common software programs including Microsoft Office, Access database, Excel, and customized databases.
- F. Strong written and verbal communication skills and effectively communicate with individuals and groups.
- G. Ability to organize tasks in an efficient manner and follow-up and follow-through with strong attention to detail in a fast-paced environment.
- H. Ability to effectively and efficiently coordinate programming and special events.
- I. Possesses strong interpersonal skills as demonstrated by compassionate, courteous, cordial, cooperative, and professional interaction with diverse groups of co-workers, external business partners, corner store owners, and the community.

PHYSICAL DEMAND

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.

- 1. While performing the duties of this job, the employee will frequently stand and walk to/from or while conducting corner-store site visits; the employee will on a daily basis sit, use hands to finger, handle, or feel objects, tools or equipment; reach with hands and arms; balance; talk or hear. The employee will occasionally climb stairs; stoop; kneel; crouch or crawl; taste or smell.
- 2. The employee must occasionally lift and/or move up to 25 pounds of program materials and other related documents.
- 3. Operate related office equipment and use necessary tools.
- 4. Daily work at a computer work station; daily keyboarding.
- 5. Specific vision abilities required by the job include frequent reading and close vision; distance vision; color vision; peripheral vision; depth perception; and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics 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.

- 1. The noise level in the work environment is usually moderate.

2. Although work is primarily indoors, you will be required to travel outside to corner-stores and other community locations/special events on a regular basis.
3. Position may require occasional trips to attend conferences seminars, and meetings.
4. May require working non-traditional hours based on operational needs.

EXPERIENCE, EDUCATION AND LICENSURE

Minimum Experience: 1+ years of related experience of business background with knowledge of fresh food retail, small business development and social enterprises strongly preferred. Familiarity with economic development and community revitalization strategies, experience with community based work and community outreach.

License: Valid and updated drivers' license is required along with access to a reliable vehicle. Position involves frequent travel throughout Camden's target neighborhoods.

Language: Proficiency (written and verbal) in Spanish is required.

SALARY/PAY RATE: COMPETITIVE

EMPLOYMENT CATEGORY: FULL TIME

JOB OPEN DATE: IMMEDIATELY

TO APPLY: E-mail your résumé and cover letter to jobs@thefoodtrust.org. Please reference "Bi-Lingual Associate" in the subject line. Please do not call.

The Food Trust adheres to the policy of providing equal employment opportunities to all job applicants and employees regardless of race, color, religion, sex, age, national origin, veteran status, disability or sexual orientation