

Data Associate: Philadelphia, PA

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 runs 20+ farmers markets throughout the city of Philadelphia. The Food Trust is seeking a dedicated data enthusiast to assist with data entry and support the Food Bucks program, a healthy food incentive program to encourage increased fruit and vegetable intake. The Farmers Market Program Data Entry Associate will provide office support for the Food Bucks program, with a focus on data entry. Opportunities for time off during the season are limited.

ESSENTIAL FUNCTIONS

- Enter Food Bucks, SNAP, and attendance data into online database
- Complete and submit paperwork on a regular schedule
- Maintain Excel spreadsheets related to Food Bucks, SNAP, attendance and sales
- Support core office staff by updating market data, ordering supplies and maintaining internal storage space
- Other administrative and market support as needed.

KNOWLEDGE, SKILLS AND ABILITIES

- Understanding of The Food Trust's mission, goals, and objectives and ability to work independently with a high level of energy and contribute as part of a larger team.
- Ability to organize tasks in an efficient manner and follow-up and follow-through with strong attention to detail in a fast-paced environment.
- Knowledge of the concepts with cultural competencies and utilizes this information for the enhancement of programming, and ability to communicate and foster relationships with a diverse group of individuals.
- Demonstrates ability to manage multiple daily, weekly, monthly, and long-term tasks by carefully setting priorities, meeting deadlines, and scheduling time efficiently
- Strong written and verbal communication skills and effectively communicate with individuals and groups.
- Ability to operate a computer and use a variety of common software programs including Microsoft Office.
- 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.



- Adheres to all The Food Trust and departmental policies and procedures.
- Attends all The Food Trust in-services as required.

PHYSICAL DEMANDS

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 this job, the employee will frequently stand and walk to/from office and internal storage rooms; 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.
- The employee must occasionally lift and/or move up to 25 pounds of program materials and other related documents.
- Operate related office equipment and use necessary tools.
- 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.

- The noise level in the work environment is usually moderate.
- Although work is primarily indoors, you may be required to travel outside to schools and other community locations/special events as needed.
- Position may require occasional trips to attend conferences, seminars, and meetings.
- May require working non-traditional hours based on Farmers Market schedule and other operational needs.

EXPERIENCE, EDUCATION, AND LICENSURE:

MINIMUM EXPERIENCE: Entry level, no experience required. 1 year of administrative experience or an equivalent combination of education and experience, preferred. The Food Trust strongly encourages candidates living in the neighborhoods of farmers markets to apply for the position. Please visit thefoodtrustmarkets.org for market location details.

MINIMUM EDUCATION: High School Diploma or GED.

SALARY/PAY RATE: \$15.00/hour

EMPLOYMENT CATEGORY: Part-Time; Seasonal (April – December), 29 Hours Per Week

JOB OPEN DATE: April 2019

TO APPLY: Email your résumé and cover letter to jobs@thefoodtrust.org. Please reference “FMP Data Associate” in the subject line. Please do not call.