

Project Associate (Bilingual/ Part- Time): Cleveland, OH

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 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 FARE Project, an initiative of The Food Trust, is a comprehensive initiative that connects community leaders and partners to improve the quality and availability of healthy food in Cleveland's neighborhoods. As a part of this effort, The Food Trust is seeking a dynamic and qualified, part-time Project Associate based in Cleveland, OH who will have two key roles; 1) Conduct community outreach and provide nutrition education using the Heart Smarts curriculum in corner stores and grocery stores with the goal of increasing access to and awareness of healthy, affordable food and 2) Organize neighborhood-based events to engage and connect grassroots community leaders, local entrepreneurs and organizational partners to collectively improve access to healthy food and address other key community issues. This Project Associate will work closely with the FARE Project Manager and local staff team, business owners, non-profit organizations, community members and other key project partners.

ESSENTIAL FUNCTIONS

- Conduct outreach to promote nutrition education programs and recruit for upcoming programming
- Provide a variety of effective nutrition education programming utilizing facilitated group dialogue and other evidence-based approaches including but not limited to: cooking demonstrations, store tours, and other direct instruction that promotes living a healthy and physically active lifestyle
- Provide nutrition education lessons and/or training and materials at a variety of sites to reach SNAP eligible participants including but not limited to: corner stores, small and specialty grocers, supermarkets, and other identified sites
- Identify community resources that promote food access, physical activity, or healthy eating in order to share with Outreach Associates, partners, and participants.
- Identify and connect with community leaders, grassroots organizations, and other partners in the community working to improve access to healthy food, transportation, affordable and high quality housing, living wage jobs, job training programs and education and other key community issues
- Organize neighborhood events that convene a diverse network of local community members and partners to share information, resources, and ideas
- Coordinate and lead a neighborhood-based local action or project that connects food with other key community issues



- Identify training, support or technical assistance needed to help build community capacity for change
- Establish and foster relationships with residents, community members/partners, and store owners within assigned communities.
- Use cultural competencies to select appropriate programming resources, taste tests, and recipes.
- Collect and report program documentation

KNOWLEDGE, SKILLS AND ABILITIES

- Understanding of The Food Trust's and The FARE Project's mission, goals, and objectives and ability to work independently with a high level of energy and contribute as part of a larger team.
- Knowledge and ability to implement adult educational learning techniques, strategies, and practices.
- Possess cultural competencies for diverse groups
- Ability to organize tasks and follow-up in an efficient manner 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.
- Knowledge of the socio-ecological approach and skill in connecting adult programming across the spheres of influence.
- Ability to travel in and around assigned region(s) to conduct educational programs in diverse areas.
- Demonstrates ability to manage multiple daily, weekly, monthly, and long-term tasks by carefully setting priorities, meeting deadlines, and scheduling time efficiently.
- Ability to operate a computer and use a variety of common software programs including Microsoft Office.
- Ability to operate and handle cooking related equipment as necessary to implement cooking component of the program
- Effective written and verbal communication skills.
- Possesses strong interpersonal skills as demonstrated by compassionate, courteous, cordial, cooperative, and professional interaction with diverse groups of co-workers, external partners and community members
- Adheres to all The Food Trust and departmental policies and procedures.
- Attends all The Food Trust in-services as required.
- Flexibility to work varying hours (including early mornings, evening hours, and occasional weekend events), not to exceed a 30 hour work week
- Ability to properly clean and sanitize all cooking equipment. In addition, to transporting and/or storing equipment and programming materials

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 individual with disabilities to perform the essential functions.

- While performing the duties of this job, the employee will frequently stand and walk to/from or while conducting educational activities; 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 climb stairs; stoop; kneel; crouch, taste or smell.
- The employee must lift and/or move up to 25 pounds of program materials and other related documents including while climbing stairs.
- 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 will be required to travel outside to stores and community locations/special events on a regular basis
- Position may require occasional trips to attend conferences, seminars, and meetings
- May require working non-traditional hours based on program needs

EXPERIENCE, EDUCATION, AND LICENSURE

Minimum Experience: 1 year of related work experience teaching/working with adults. Experience working in related small retail settings preferred.

Minimum Education: BA/BS degree from an accredited college or university in a related field of study or relevant work experience.

License: Valid and updated drivers' license required.

Languages: Bilingual (Spanish) speaker highly preferred

Due to grant funding this position will end December 31, 2019.

SALARY/PAY RATE: Competitive

EMPLOYMENT CATEGORY: Part-time (30 hours per week)

JOB OPEN DATE: Immediately

To apply: E-mail your résumé and cover letter to jobs@thefoodtrust.org. Please reference "Project Associate Cleveland" in the subject line. For questions about the position please contact, Morgan Taggart at mtaggart@thefoodtrust.org or 216.368.6064

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.