

The Food Trust

Ensuring That Everyone Has Access To Affordable, Nutritious Food



PROJECT ASSOCIATE P.E.A.C.H (PEOPLE EATING AND COOKING HEALTHY)

PHILADELPHIA, PENNSYLVANIA

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 is seeking a Project Associate who will implement PEACH nutrition education programming primarily in assigned EFP (Emergency Food Provider) sites throughout Philadelphia, implementing the Healthy Pantry Initiative. This may include but is not limited to providing technical assistance and training to food pantry volunteers and staff, conducting needs assessments, providing direct SNAP-Ed nutrition education, and implementing approved policy, systems, and environmental (PSE) approaches in an effort to increase and promote the availability of healthy foods at EFP sites. The Associate will also focus on building community partnerships, identifying new sites for nutrition education programming, and finding ways to connect our work with other departments at TFT. They will also collaborate with external partners on a regular basis as part of the Healthy Pantry Initiative, including: SHARE, Einstein Medical Center, Health Promotion Council, and The Coalition Against Hunger.

ESSENTIAL FUNCTIONS

- Establish and foster relationships with residents, community members/partners and site staff within assigned communities.
- Conduct outreach to promote nutrition education programs and recruit for upcoming programming.
- Collect and report program documentation.
- Throughout the year, provide a variety of effective nutrition education programming utilizing facilitated group dialogue and other evidence-based approaches including, but not limited to: conducting series classes, cooking demonstrations, community health fairs, field trips, 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: educational sites, shelters, community centers, places of worship, food pantries, farmers markets, and other identified sites.
- Incorporate policy, systems, and environmental (PSE) approaches, in coordination with nutrition education, to improve the health of the community (i.e. gardening, food incentive programs, healthy food marketing and signage, sourcing healthy foods, and attending food policy council meetings.)
- Provide technical assistance and training to food pantry volunteers and staff.
- Track programming in all required tracking documents including outlook and program tracking table and others as determined by supervisors.
- Lead in the administration of evaluation within communities as assigned.

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.
- Knowledge and ability to implement adult educational learning techniques, strategies, and practices.
- 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.
- Ability to travel in and around assigned region(s) to conduct educational programs in diverse areas.

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

- 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.
- 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
- Flexibility to work varying hours (including early mornings, evening hours, and occasional weekend events), not to exceed a 40 hour work week.

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 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 characteristic 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.
- Work is primarily conducted within community sites that will require travel on a regular basis.
- Programming will occur outside and may be required to work in heat, wind, rain and other weather conditions.
- Position may require occasional trips to attend conferences, seminars, and meetings.
- May require working non-traditional hours based on operational needs.

EXPERIENCE, EDUCATION, AND LICENSURE

- **Minimum Experience:** 1 year of related work experience teaching/working with adults
- **Minimum Education:** BA/BS degree from an accredited college or university in a related field of study OR equivalent work experience
- **Language:** Spanish speaker preferred (fluent/conversational)

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 “PROJECT ASSOCIATE P.E.A.C.H. Philadelphia” in the subject line. Please do not call.