

The Food Trust

Ensuring That Everyone Has Access To Affordable, Nutritious Food



PROJECT COORDINATOR, FARMERS MARKET 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 is seeking a Project Coordinator to support the Farmers Market program. This position will be exposed to a variety of healthy food access topics and will coordinate for farmer and community relations, food and agriculture systems, and farmers market management.

The Coordinator will report directly to the Senior Associate, Farmers Market Program.

ESSENTIAL FUNCTIONS

- A. Coordinate farmer outreach, recruitment and retention processes for farmers' market vendors for The Food Trust's 20+ markets across the city, including processing of applications.
- B. Foster relationships with farmers/vendors, farmer associations and organizations to stay attuned to agricultural issues, policies and for networking and learning.
- C. Attend meetings, conference and webinars related to food systems, food access, farming and farmers markets as necessary.
- D. Coordinate special projects, including supporting budget management, as necessary.
- E. Provide strategic input on evaluation strategies to help ensure market fit with community and support community input processes.
- F. Provide management support for seasonal market field staff.
- G. Support social media and other digital communications related to the Farmers Market Program as needed.
- H. Support coordination of special events at markets, and sponsor relations.
- I. Coordinate and deliver market manager trainings and provide support throughout season with support of manager.
- J. Support grant reporting and proposal development.
- K. Supporting implementation of strategic plans, and participating in planning processes for department and/or other agency initiatives.
- L. Work collaboratively with other Food Trust programs to support agency goals, including supporting the agency's work to advance racial equity internally as an institution, and externally with stakeholders, partners, and funders.

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.

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

- B. Possesses cultural competencies for diverse groups.
- C. Project coordination skills and experience with gathering data, professional writing and other critical thinking necessary for programmatic support and expansion.
- D. Experience developing work plans and schedules, and tracking/reporting progress.
- E. Demonstrated commitment to quality, excellence, and client service.
- F. Flexibility, adaptability, and organization needed to support and/or lead multiple projects and deadlines.
- G. Strong written and oral communication and presentation skills, both individually and in groups.
- H. Proficiency in MS Word, Excel, and Power Point, and social media platforms.
- I. Possesses strong interpersonal skills as demonstrated by compassionate, courteous, cordial, cooperative, and professional interaction with diverse groups of co-workers, external partners, farmer/vendors, and the community.
- J. Ability to travel in the region (Philadelphia, NJ, PA) to perform program activities.

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.

- 1. 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.
- 2. The employee must lift and/or move up to 25 pounds of program materials and other related documents including while climbing stairs.
- 3. Operate related office equipment and use necessary tools.
- 4. 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.

- A. Position is based in The Food Trust's headquarters in Philadelphia, and you must be able to be in this office during standard work hours (Mon-Fri, 9am-5pm) when not traveling for work. May require working occasional nights and weekends as well as the potential for overnight travel to attend conferences, seminars, and meetings.
- B. The noise level in the work environment is usually moderate.
- C. Work is outdoors and indoors. Travel to meetings, partner/field sites, and other community locations/special events are required on a regular basis.

EXPERIENCE, EDUCATION AND LICENSURE

Minimum Experience: At least two years relevant experience in a similar role within a community-based organization with a preference for experience with food systems, public health, or community and/or economic development.

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

SALARY/PAY RATE: COMPETITIVE

EMPLOYMENT CATEGORY: FULL TIME

JOB OPEN DATE: IMMEDIATELY

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