



Project Associate - Night Market Philadelphia

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.

The Project Associate will work closely with Night Market Philadelphia staff. This position includes supporting the program's production and recruitment of vendors; the Associate will serve as the point person for daily communications and logistics with vendors and others associated with Night Market planning and coordination.

Responsibilities include:

- Coordinating community partners and vendors for Night Market events and activities, including: collecting and keeping track of vendor fees; handling and responding promptly to calls, emails and in-person meetings on a continuous basis; and other administrative tasks as needed
- Tracking and updating extensive Night Market vendor database
- Supporting the Development and Night Market teams with "Night Market Hybrid" projects, including organizing meetings with partners and day-of logistics, as well as sponsorship and event management
- Assisting with volunteer training and coordination, cross programming, research, resource gathering and programmatic activities

Qualifications: Related experience in community-based settings (including volunteer and/or paid work) preferred. Strong commitment to The Food Trust's mission. High school diploma or GED is required; bachelor's degree preferred. Valid driver's license is required.

Salary: Competitive, based on education and experience

Employment Category: Part-Time, March through October 2017 (20-29 hours per week)

Job Open Date: Immediately

To apply: Email your résumé and cover letter to jobs@thefoodtrust.org. Please reference "Night Market 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.