

Part-Time Outreach Associates: Norristown, Reading and North 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 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 professionals based in Norristown, Reading and North Philadelphia, PA, to coordinate outreach efforts for the Pennsylvania SNAP-Ed program. The goal of the program is to improve the likelihood that persons eligible for SNAP will make healthy food choices within a limited budget and choose physically active lifestyles. The Outreach Associates will help promote programs, recruit for nutrition education, support policy, systems and environment changes at sites and boost overall use of farmers markets/farm stands and other healthy retail sites through a comprehensive community engagement strategy and other outreach and promotion activities. The Outreach Associates will work closely with Food Trust staff, local partner organizations, community groups and residents.

ESSENTIAL FUNCTIONS

- Coordinate promotion and outreach for Food Trust programs in the targeted community
- Help plan, organize and facilitate virtual and/or in person community conversations/focus groups
- Gather resident input to help inform and optimize program design, ensuring that program offerings best serve local residents
- Track objectives and milestones in coordination with internal and external evaluation efforts
- Attend community and civic group meetings to connect TFT programming with community needs and build collaborative relationships with community leaders
- Build relationships with local social service organizations to make connections with Food Trust programming
- Complete all program planning and administrative tasks required of the position
- Provide additional assistance as needed, including data entry

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.
- Strong written and verbal communication skills and effectively communicate with individuals and groups.



- Possesses strong interpersonal skills as demonstrated by courteous, cooperative, and professional interaction with diverse groups of co-workers, external business partners, vendors, funders, and financial institutions.

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; walk; 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.

EXPERIENCE, EDUCATION AND LICENSURE

High school diploma and 2-4 years of related work/volunteer experience focused on food access, public health, community organizing, food retail or marketing. Experience in a non-profit setting and/or familiarity with the SNAP/food stamp program and other social services is preferred. Residents of target communities are especially encouraged to apply. Strong interest in racial and food justice, health equity, sustainable food systems, and community engagement.

SALARY/PAY RATE: \$18/hour

EMPLOYMENT CATEGORY: Part-time, non-exempt (10-15 hours per week)

JOB OPEN DATE: Immediately

To apply: Email your résumé and cover letter to jobs@thefoodtrust.org. Please reference “Outreach-Norristown,” “Outreach-Reading” or “Outreach-North Philly” in the subject line.

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.