Outreach Associate (Part-Time): Pittsburgh, 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.

The Food Trust is seeking a professional based in Pittsburgh, PA to coordinate outreach efforts for the Food Bucks program. This statewide project provides incentives for fruit and vegetable purchases in food retail settings. As part of this effort, The Food Trust is seeking a part-time Outreach Associate to boost overall use of farmers markets and other healthy retail sites and the purchase and consumption of fresh fruits and vegetables, through a comprehensive community engagement strategy and other outreach and promotion activities. The Outreach Associate will work closely with the Food Bucks Coordinator, Community Ambassadors, business owners, farmers market managers and staff and The Food Trust’s incentive team.

**ESSENTIAL FUNCTIONS**

- Coordinate promotion and outreach for the Pittsburgh Food Bucks program in targeted communities.
- Use resident input to inform and optimize program design, ensuring both the incentives process as well as the markets themselves serve the needs of local residents.
- Recruitment and training of volunteers to support outreach efforts.
- Support store owners and market managers in development activities. Including but not limited to coordinating market/store tours, effective marketing strategies, and healthy product mix sale and promotion ideas.
- Conduct on-site events, including taste tests and basic nutrition education.
- Track objectives and milestones in coordination with internal and external evaluation efforts.
- Act as a program ambassador in meetings throughout the region and support public relations activities.
- Provide additional assistance as needed to the Food Bucks program, including data entry and coordinating nutrition education.

**EXPERIENCE, EDUCATION AND LICENSURE**

**Minimum Experience:** Experience in a nonprofit 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, and familiarity with the Greater Pittsburgh region and target communities specifically
is strongly preferred. Strong interest in racial and food justice, health equity, sustainable food systems, and community engagement.

**Minimum Education:** High school diploma and 2-4 years of related work experience focused on food access, public health, community organizing, food retail or marketing.

**Qualifications:** Valid driver’s license or access to reliable transportation are required since the position involves frequent travel (work-related travel expenses are reimbursable). This position requires fluent use of the Microsoft Office suite and a general confidence with technology and online communications. Position based in Pittsburgh, PA.

**SALARY/PAY RATE:** $15-$18 per hour  
**EMPLOYMENT CATEGORY:** Part-time, 10-15 hours/week; non-exempt  
**JOB OPEN DATE:** Immediately

**To apply:** Email your résumé and cover letter to jobs@thefoodtrust.org. Please reference “Outreach Associate-Pittsburgh” 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.*