

Project Associate, Consulting

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 Project Associate will provide administrative and project support to the Consulting team under the direction of senior staff on the team. The Associate will support the effective and timely execution of internal and external projects through effective clerical support; travel booking; meeting and conference call scheduling; supporting the timely processing of expense reports, timesheets, and check requests; maintenance of electronic and hard copy project files; and timely response to internal and external customer inquiries and requests. In addition to administrative responsibilities, this position will support internal and external projects as assigned, including data gathering related to project planning and implementation, such as: preparing backgrounders for new locales, preparing agenda and meeting materials, taking notes and preparing minutes on calls and in meetings, organizing document production for reports and deliverables, and supporting field surveys with project staff.

ESSENTIAL FUNCTIONS

- Screen, route, and respond to incoming informational and work requests for the team.
- Answer, screen, route, and respond to incoming telephone calls/inquiries for the Director of Consulting as needed.
- Maintain the electronic shared team calendar, and maintain calendars for the Director and Associate Directors on the team as needed.
- Coordinate travel arrangements for all team staff as needed.
- Maintain and prepare expense reports for team staff.
- Work with senior staff on the team and the Finance department to organize and support the processing of timekeeping records, expense reports, check requests, invoices, and maintain proposal and contract records.
- Coordinate meetings and conference calls to include securing a location, communication to attendees, scheduling, and arrangement of any necessary IT and/or equipment needs.
- Compose memos, letters, reports and other documents as assigned.
- Coordinate internal team meetings as well as major client meetings and logistics including communication, scheduling, meals, and other special services.

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.
- Demonstrates ability to manage multiple daily, weekly, monthly, and long-term tasks by carefully setting priorities, meeting deadlines, and scheduling time efficiently.



- Strong understanding of and ability to perform the concepts and practices of professional office administrative and clerical tasks.
- Possess and maintain solid skills with Microsoft Office (Word, Power Point, Excel), and comfort using or capacity to rapidly learn cloud-based apps and software to support scheduling (e.g., Google Calendar, Outlook), time/task management (e.g., ADP, Trello, Punchtime), and communication (e.g., Blue Jeans, Go To Webinar/Meeting, Skype, Slack).
- Strong understanding of and ability to foster excellent customer service practices.
- Strong written and verbal communication skills and effectively communicate with individuals and groups.
- Ability to organize tasks in an efficient manner and follow-up and follow-through with strong attention to detail in a fast-paced environment.
- Ability to effectively and efficiently coordinate meetings and special events.
- Demonstrates ability to work with other people through a cooperative effort.
- Possesses strong interpersonal skills as demonstrated by compassionate, courteous, cordial, cooperative, and professional interaction with diverse groups of co-workers, external business partners, tenants, and the community.
- Adheres to all The Food Trust and departmental policies and procedures.
- Attends all The Food Trust in-services as required.

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; 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.
2. The employee will spend a majority of time sitting at a desk working at a computer workstation keyboarding, using a telephone, and performing routine clerical duties.
3. The employee must occasionally lift and/or move up to 25 pounds.
4. Operate related office equipment and use necessary tools.
5. 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.

1. This position requires occasional travel by air, train, and/or car throughout the U.S., and occasionally internationally. On a monthly basis, an average of 1-3 overnights (may be consecutive or non-consecutive) could be expected, with occasional months requiring 5+ overnights as project and conference needs dictate.
2. You must possess a valid U.S. driver's license.
3. 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.
4. The Food Trust works in underserved communities throughout the United States and as such, when in the field locally or nationally, your job will sometimes involve exposure to stress and unsafe conditions.
5. The noise level in the work environment is usually moderate.
6. May require working non-traditional hours based on operational needs, including nights and weekends.

7. You must have access to your own smart phone and be comfortable receiving text message communication from senior staff on the team, particularly when they are traveling or in the field and do not themselves have access to a computer (for example, to request travel changes or bookings, to alert to an urgent email, to clarify trip agenda).
8. Although work is primarily indoors, you will be required to travel outside to meetings, partner/field visits and tours, and other community locations/special events on a regular basis.

Experience, Education, and Licensure

Minimum Experience: 1-2 years of related experience.

Minimum Education: BA/BS degree from an accredited college or university is preferred.

Language: Written/verbal English fluency is required. Bi-lingual (Spanish) a plus.

SALARY/PAY RATE: The Food Trust offers competitive pay, a comprehensive benefit program, and a supportive, mission-driven work environment where you can grow and learn both professionally and personally and be part of a great team.

EMPLOYMENT CATEGORY: Full-time, 40 hours/week; non-exempt

JOB OPEN DATE: Immediately

To apply: Email your résumé and cover letter to jobs@thefoodtrust.org. Please reference "Project Associate, Consulting" 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.