



PROJECT ASSOCIATE CLEVELAND/CUYAHOGA COUNTY

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 an engaged Project Associate to participate in the recently awarded Cleveland-Cuyahoga County-based project “Collaborative, Comprehensive Approach to a Healthier Cleveland and Cuyahoga County.” For more information about the project, please review the 2016 FARE Newsletter article [Reflecting on the Planning Process](#) and the recent report [Food Access Raises Everyone: A Collaborative, Comprehensive Approach to a Healthier Cleveland and Cuyahoga County](#). Over a period of two years, The Food Trust will work closely with Cleveland-Cuyahoga County stakeholders, leaders, community groups and existing coalitions to continue to improve health outcomes for its residents through healthy food access, nutrition education, public policy and more. By building the capacity of, and increasing coordination among, these local partners, this project aims to engage local residents in collaborative activities, support local strategic planning efforts, leverage additional resources and share successful models and innovative strategies.

The Associate will support these efforts in Cleveland, reporting to the Cleveland-based Project Director while working closely with the Philadelphia-based Food Trust project team. A planning process has identified an overarching need for increased connecting and convening, technical assistance, leveraging of resources and a structure that would allow for more for immediate responses, with staff and resources on-site as needs and barriers arise. Initial focus areas will include Healthy Retail; Schools/Education and Youth; Food Procurement and Production; and Healthcare Partnerships.

RESPONSIBILITIES

- Provide support for multiple projects spanning a variety of healthy food access topics
- Excellent interpersonal and analytical skills, and attention to detail
- Develop project timelines and work plans
- Help identify new opportunities to collaborate
- Maintain positive working relationships with all internal and external partners

KNOWLEDGE, SKILLS AND ABILITIES

- A. Understanding and support of The Food Trust's mission and core programs
- B. Ability to work effectively both independently and in team environment
- C. Flexibility and adaptability to handle and prioritize multiple tasks effectively
- D. Interest in or knowledge of one or more of these topics areas:
 - 1. Healthy food retail (e.g., grocery stores, farmers markets, corner stores), or food marketing
 - 2. Nutrition and nutrition / health behaviors
- E. Ability to travel locally and regionally (Northeast Ohio region) to support project activities and conferences
- F. Ability to coordinate projects by carefully setting priorities, meeting deadlines, working effectively with others, and scheduling time efficiently
- G. Ability to operate a computer proficiently using a variety of common software programs, particularly Microsoft Word, Power Point and Excel
- H. Strong written and oral communication skills, and ability to effectively communicate and present ideas/research findings with individuals and groups
- I. Ability to organize tasks in an efficient manner and follow-up and follow-through with strong attention to detail in a fast-paced environment
- J. Ability to provide critical thinking, analysis and evidence-based recommendations of data and trends
- K. Strong interpersonal skills as demonstrated by compassionate, courteous, cordial, cooperative and professional interaction with diverse groups of coworkers, external business partners, corner store owners and community members

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 sit while performing work activities; the employee will on a daily basis stand, 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 must occasionally lift and/or move up to 10 pounds of program materials and other related documents.
- 3. Operate related office equipment and use necessary tools. Daily use of keyboard and computer screen.
- 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.

1. **The position will be based in Cleveland – Cuyahoga County, Ohio.**
2. The noise level in the work environment is usually moderate.
3. Although some of the work is indoors, you will be required to travel outside to field-based project locations/special events on a regular basis.
4. Position requires occasional local day trips to attend events, conferences, seminars and meetings as often as is required to perform the job requirements. This is not generally expected to exceed one trip per month.
5. Position may require travel on occasional trips of 2-4 nights' duration to client locations throughout the U.S., particularly to Philadelphia. It would be rare for travel to exceed two such trips per month, with 2-3 such trips throughout the year to be expected.
6. May require working nontraditional hours based on project deadlines.

Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

EXPERIENCE, EDUCATION AND LICENSURE

High school diploma or GED is required; Bachelor's degree preferred.

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, two-year grant.

JOB OPEN DATE: Immediately

TO APPLY: Email your résumé and cover letter to jobs@thefoodtrust.org. Please reference "Cleveland Associate" in the subject line. Please do not call.