

The Food Trust

Ensuring That Everyone Has Access To Affordable, Nutritious Food



PROJECT ASSOCIATE - CONSULTING

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.

POSITION SUMMARY

The Food Trust is seeking a Project Associate who will provide project and administrative support to the Consulting team under the direction of senior staff on the team. The Consulting team works with local, state, and national policymakers, funders, and organizations to support the strategic planning, design, and implementation of food access program and policy initiatives nationwide. Last year, the team worked in rural and urban communities in 29 states throughout the U.S.

The Project Associate will support The Food Trust's consulting projects through data gathering related to project planning and implementation, such as preparing backgrounders for new locales served and supporting field surveys with project staff; supporting project coordination efforts, such as preparing agenda and meeting materials, taking notes and preparing minutes on calls and in meetings, and scheduling stakeholder interviews and client calls; and organizing project files and helping coordinate document production for grant reports and project deliverables. In addition to working on external projects, the Project Associate will support the effective and timely execution of internal and external projects undertaken by the team through travel booking; organizing and supporting the timely processing of expense reports, timesheets, and check requests; maintaining electronic and hard copy project files; and responding to internal and external customer inquiries and requests.

This position has internal contact with the entire staff of The Food Trust and external contact with national, state, and local public health, government, nonprofit, community, and business organizations, and is expected to represent The Food Trust in a professional manner. This position has access to sensitive Food Trust information and is expected to handle such information with integrity and professionalism.

ESSENTIAL FUNCTIONS

- Support data gathering for regional and national food access projects, including compiling backgrounders, working with mapping team, and organizing and providing written briefs for documents as assigned.
- Support field surveys, focus groups, and community conversations as assigned with project staff to inform the development and innovation of new and existing programs.
- Help senior staff to prepare agenda and meeting materials for client meetings, conferences, and work trips.
- Take notes and prepare minutes for calls and in meetings as assigned.
- Schedule and coordinate internal and external meetings and calls, include securing a location and arranging videoconference and/or conference line, communicating to attendees, and arranging all necessary IT, food/beverage, and/or equipment needs.
- Organize project files and help coordinate document production for grant reports and project deliverables.
- Support senior staff in the organization and preparation of progress reports and grant reports as needed.
- Screen, route, and respond to incoming informational and work requests for the team.
- Coordinate travel arrangements for all team staff as needed.
- Maintain and prepare expense reports for team staff, and facilitate Director review and processing.
- 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

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

- Attend relevant workshops or join professional industry groups as necessary to maintain professional knowledge.
- Adhere to The Food Trust's security guidelines and ensures the appropriate handling of sensitive information.
- Facilitate and attend relevant staff meetings to promote communication and execution of goals.
- Completes special projects specific to the function of the department or as needed for the department as directed by the supervisor.
- Other duties as assigned within the scope of position expectations.

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.

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- 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.
- 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.
- The employee must occasionally lift and/or move up to 25 pounds.
- Operate related office equipment and use necessary tools.
- 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 characteristic 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. 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. May require working occasional nights and weekends.
2. Position requires occasional travel by air, train, and/or car throughout the U.S., and occasionally internationally. On a monthly basis, an average of one to three overnights (may be consecutive or non-consecutive) could be expected, with occasional months requiring 5+ overnights as project and conference needs dictate.
3. Position involves occasional direct field-based work in urban and rural communities with moderate to high crime and poverty rates throughout the United States.
4. Must possess a valid U.S. driver's license with insurance and access to a reliable form of transportation.
5. Position requires use of personal cell phone with text messaging and internet capabilities for daily communication.
6. Although work is primarily indoors, may 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

BA/BS degree from an accredited college or university and related experience is preferred. Bi-lingual (Spanish) a plus.

SALARY/PAY RATE: COMPETITIVE

EMPLOYMENT CATEGORY: FULL TIME

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. Please do not call.