Project Coordinator (Healthy Food Financing): 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.

The Food Trust is seeking an energetic and committed individual to support multiple projects across the country, conducted out of our Philadelphia office. The Project Coordinator will provide support to Project Managers and other staff involved with increasing access to healthy food through Healthy Food Financing Initiatives (HFFIs).

Responsibilities include:

- Contribute to reports on food access and coordinate production schedules
- Conduct outreach to food retailers and other potential applicants for HFFIs.
- Screen applications to HFFIs for eligibility.
- Monitor the pipeline of applicants to HFFIs and guide applicants through the process
- Support development of presentations and webinars for meetings and conferences.
- Track use of local, state and federal programs and private sector trends related to public health, economic development and healthy food access.
- Conduct relevant project research.
- Plan and coordinate meetings, conferences and events.
- Assist other team members with project management.

Qualifications: BA/BS degree from an accredited college or university in a related field of study. 2-4 years of related work experience in a community development, public policy or advocacy environment. Experience in nonprofit setting that focuses on social inequities is preferred. Ideal candidate will have strong knowledge of Excel, PowerPoint and Microsoft Word.

Salary: Competitive, based on education and experience.  
Employment Category: Regular Full-Time; Benefits Eligible  
Job Open Date: Immediately

To apply: Email your résumé and cover letter to jobs@thefoodtrust.org or fax to 215-575-0466. Please reference “Project Coordinator-Healthy Food Financing” in the subject line. Please do not call.