

The Food Trust

Ensuring That Everyone Has Access To Affordable, Nutritious Food



RESEARCH COORDINATOR- RESEARCH & EVALUATION 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 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 Research Coordinator to support multiple research and evaluation projects spanning a variety of healthy food access areas and initiatives – including but not limited to nutrition education, healthy food retail, farmers markets, corner store initiatives, supermarket initiatives, youth leadership, and farm to school on both a local and national level. While all of the aforementioned areas will be a part of the job, there will be an emphasis on the evaluation of Nutrition Education. This position represents a blend of both analytic and applied research skills. The applicant should be comfortable utilizing both quantitative and qualitative methods, and have strong writing and analytic skills with experience managing across multiple data sets.

ESSENTIAL FUNCTIONS

- Providing support for multiple research and evaluation projects that span a variety of healthy food access and nutrition education topics
- Balancing and managing multiple projects and deadlines
- Utilizing excellent interpersonal and analytic skills
- Working with a high attention to detail and applied research mindset
- Conducting and collecting surveys in the field, in line with human subjects protections
- Collaborating closely with nutrition education teams to coordinate evaluation design, develop evaluation tools, implement data collection, and produce reports for funding agencies
- Performing quantitative data entry and coding as needed
- Performing information analysis and synthesizing findings
- Summarizing information and helping to develop findings and conclusions
- Organizing project information, surveys and other research tools
- Developing project timeline and work plans
- Coordinating research team meeting agendas and activities
- Serving as primary contact person and coordinator of The Food Trust Summer Research Institute
- Contributing to written project deliverables, documents, reports, and presentations
- Supporting proposal and grant writing
- Maintaining positive working relationships with all internal and external research partners
- Exploring potential research and evaluation opportunities, such as Requests for Proposals (RFPs), and support proposal writing efforts
- Attending regular team meetings and project meetings
- Adhering to The Food Trust's security guidelines and ensure the appropriate handling of data security and sensitive information
- Fulfilling other duties as assigned within the scope of position expectations

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

Technical Knowledge, Skills, and Abilities

- A. Possess core fundamental research skills (data gathering, analysis and writing) to successfully execute a diverse range of public health consulting projects.
- B. Ability to operate SPSS (ability to use R a plus).
- C. Ability to utilize quantitative and qualitative methodologies.
- D. Experience managing multiple data sets.
- E. Careful attention to detail.
- F. Ability to use logic to analyze and clean data.
- G. Experience with Social Networking Analysis (SNA) a plus.
- H. Strong writing skills needed.
- I. Ability to operate a computer and proficiently use a variety of common software programs, particularly Microsoft Word, Power Point and Excel.

KNOWLEDGE, SKILLS, AND ABILITIES

- Understanding and dedication to The Food Trust's mission and core programs.
- Ability to work effectively both independently and in a team environment.
- Flexibility and adaptability to handle and prioritize multiple tasks effectively.
- Demonstrates ability to coordinate projects by carefully setting priorities, meeting deadlines, working effectively with others, and scheduling time efficiently.
- Strong written and oral communication skills and ability to effectively communicate and present ideas/research findings 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 provide critical thinking, analysis, and evidence-based recommendations regarding data and trends in the field and scientific literature.
- Possesses 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

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 is based out of our office located at 1617 John F. Kennedy Blvd., Philadelphia, PA.
2. The noise level in the work environment is usually moderate.
3. Although most of the work is indoors, you will be required to travel outside to field research locations / special events.
4. May require working non-traditional hours based on project deadlines.

EXPERIENCE, EDUCATION, AND LICENSURE

Minimum Experience: In addition, 3+ years of related work, volunteer, or academic experience is required.

Minimum Education: A Bachelor's degree from an accredited college or university is required.

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 "Research Coordinator" in the subject line. Please do not call.