

The Food Trust

Ensuring That Everyone Has Access To Affordable, Nutritious Food



CAMDEN PROJECT COORDINATOR

CAMDEN, NJ

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.

The Project Coordinator will work the Campbell's Healthy Communities team to implement nutrition education programming at retail venues such as grocery stores, corner stores and farmers markets and in partnership with youth programs at early childhood centers, schools, and after school programs. The Coordinator will also work other staff and Camden partners to promote and implement partnerships with hospitals and healthcare partners to improve access to healthy food.

ESSENTIAL FUNCTIONS

- Assist in implementing The Food Trust's Camden Programming.
- Develop and implement The Food Trust's Camden Nutrition Education program.
- Promote programs to ensure high level of participation.
- Create and maintain tracking system for all nutrition education programming.
- Participate in school wellness committees.
- Develop and implement school wide events and parent/community programs including food access related projects.
- Develop nutrition education programming at designated school, retail, health care and community-based sites.
- Provide training and support to pediatric office staff and/or medical student and nursing student community.
- Work with the research and evaluation team to develop project evaluation tools and administer evaluations.
- Assist in overseeing strategic development of community education activities to include selecting sites, forging partnerships with Camden organizations and developing educational curriculum and programming models.
- Assist in developing and preparing grant proposals and quarterly reports. Schedule and facilitate bi-weekly internal meetings for Camden programming.
- Communication between internal and external partners to foster collaboration to ensure programming goal are being met.
- Provide assistance in all grant related evaluation efforts both through internal and external channels relevant to the Campbell Healthy Communities Grant work.

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

KNOWLEDGE, SKILLS, AND ABILITIES

- A. Understanding of The Food Trusts' mission, goals, and objectives and ability to work independently with a high level of energy and contribute as part of a larger team.
- B. Knowledge and ability to implement adult and child educational learning techniques, strategies, and practices.
- C. Ability to operate and handle cooking related equipment as necessary to implement healthy food cooking demonstrations
- D. Ability to travel in and around the Camden regions to conduct programming in diverse areas.
- E. Demonstrates ability to manage multiple daily, weekly, monthly, and long-term tasks by carefully setting priorities, meeting deadlines, and scheduling time efficiently.
- F. Ability to operate a computer and use a variety of common software programs including Microsoft Office.
- G. Strong written and verbal communication skills and effectively communicate with and persuade individuals and groups.
- H. Ability to organize tasks in an efficient manner and follow-up and follow-through with strong attention to detail in a fast-paced environment.
- I. Ability to effectively and efficiently coordinate programming and special events
- J. Possesses strong interpersonal skills as demonstrated by compassionate, courteous, cordial, cooperative, and professional interaction with diverse groups of co-workers, external business partners, corner-store owners, and the community.
- K. Adheres to all The Food Trust and departmental policies and procedures.
- L. 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 and walk to/from or while conducting corner-store conversions or outreach; the employee will on a daily basis 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 must occasionally lift and/or move up to 25 pounds of program materials and other related documents.
3. Operate related office equipment and use necessary tools.
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 noise level in the work environment is usually moderate.
2. Although work is primarily indoors, you will be required to travel outside to corner-stores and other community locations/special events on a regular basis.
3. Position may require occasional trips to attend conferences seminars, and meetings.
4. May require working non-traditional hours based on operational needs.

EXPERIENCE, EDUCATION, AND LICENSURE

Minimum Experience: 1-2 years of related experience in community-based settings focused on nutrition education, teaching/working with children, and managing programs

Minimum Education: High School Diploma, BA/BS degree from an accredited college or university in a related field of study. Knowledge of nutrition sciences/clinical nutrition preferred. Ability to communicate in Spanish preferred. Prior experience working in Camden preferred.

License: Valid and updated drivers' license and access to a reliable vehicle required.

SALARY/PAY RATE: COMPETITIVE

EMPLOYMENT CATEGORY: FULL TIME

JOB OPEN DATE: IMMEDIATELY

TO APPLY: E-mail your résumé and cover letter to jobs@thefoodtrust.org. Please reference "NJ Camden Coordinator" in the subject line. Please do not call.