



Project Associate Night Market 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

The Project Associate Night Market Philadelphia will work closely with Night Market Senior Associate and Coordinator. This position includes supporting the program's production and recruitment of vendors as the point person on the daily communications with vendors and other logistics associated with Night Market planning and coordination.

Responsibilities include:

- Supporting community partners and vendors as a point person for Night Market, collecting & keeping track of vendor fees, handling calls, email and in-person meetings on a continuous basis; and any other administrative tasks
- Responsible for tracking and updating extensive Night Market vendor database
- Support Night Market team with future potential “Night Market Hybrid” projects, which may include organizing meetings with partners and day-of logistics
- Support Night Market and Development teams with sponsorship coordination as they pertain to logistics for the Night Market events
- Supporting the volunteer coordinator with volunteer training and coordination
- Support Senior Associate and Coordinator through potential cross programming, research, resource gathering, correspondence, etc.

Qualifications:

A Bachelor's degree from an accredited college or university is required. Experience related to food and event planning/hospitality; producing events; experience managing and developing various types of relationships. Experience with event coordination and working in non-profit preferred. Adept at forging strong relationships with key people inside and outside the agency. The ideal candidate will have the following personal characteristics: unquestioned integrity; personal stature; a passion for excellence; a high energy level; a sense of urgency; excellent listening skills; persuasive communications skills; an entrepreneurial spirit; a sense of humor; an open mind; a candid manner; a commitment to The Food Trust's mission.

Open Date and Hours: Immediate, 20 hours per week, seasonal (through October)

Salary: Competitive, based on education and experience

To apply: E-mail your résumé and cover letter to jobs@thefoodtrust.org. Please reference “Night Market Associate” in the subject line. Please do not call.

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.