

The Food Trust

Ensuring That Everyone Has Access To Affordable, Nutritious Food



Project Coordinator

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 advocacy support to include development and maintenance of stakeholder relationships, present to individuals and groups on behalf of advocacy efforts, and research and report on industry trends and factors important to the project. The Project Coordinator will be assigned specific geographic, project, or other focus area based on operational needs.

Responsibilities include:

- Develop and maintain relationships with stakeholders for advocacy campaigns related to fresh food access, financing, and healthy food outlets in underserved communities.
- Provide technical assistance and support to other team members with project coordination.
- Provide technical assistance to external partners and other key stakeholders.
- Participate in TFT consulting projects as necessary.
- Provide training and support to Project Associate position.
- Coordinate, research, write, and edit reports and other materials for publication on food access and other related topics.
- Oversee the implementation of active fresh food financing programs, specifically:
 - Promote programs to grocers to solicit applications
 - Screen of applications for eligibility.

Qualifications: BA/BS degree from an accredited college or university in public health, public policy, political science, urban planning, business or other related field of study. 2-4 years of related experience in a public policy or advocacy environment with a focus on social inequities; experience in non-profit setting is preferred. Experience in non-profit 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: E-mail your résumé and cover letter to jobs@thefoodtrust.org. Please reference “Project Coordinator- Nat’l Campaign” 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.