

The Food Trust

Ensuring That Everyone Has Access To Affordable, Nutritious Food



Project Coordinator (Based in Pittsburgh, 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

The Food Trust is seeking a professional based in Pittsburgh, PA to coordinate the Pennsylvania Food Bucks program. This statewide project provides incentives for fruit and vegetable purchases in food retail settings. The Project Coordinator will work closely with local businesses including grocery stores and farmers markets to ensure successful implementation of the program. The Project Coordinator will also launch new programming with healthcare partners and collaborate with nonprofit organizations and the Food Bucks evaluation team.

Key responsibilities include:

- Coordinate all programming, administrative and operational functions of the Pittsburgh Food Bucks program.
- Work closely with supermarket staff to develop technology for new incentive model.
- Provide trainings and outreach to retail staff and community groups.
- Conduct in-store events, including taste tests and basic nutrition education.
- Explore and implement opportunities in healthcare settings for fruit and vegetable prescription programs.
- Track objectives and milestones in coordination with internal and external evaluation efforts.
- Act as a program ambassador in meetings throughout the region and support public relations activities.
- Monitor the budgeting and disbursement of Food Buck incentives; track program activity through cloud-based database.
- Identify program expansion opportunities with new partners and retail locations; consider strategies for long-term program sustainability.
- Provide consultation and help coordinate other projects as needed.

Qualifications: 2-4 years of related work experience focused on food access, public health, food retail or marketing. Experience in a non-profit setting and/or familiarity with the SNAP/food stamp program and other social services is preferred. BA/BS degree from an accredited college or university in a related field of study. Strong interest in food justice, health equity, sustainable food systems, and community engagement. Valid driver's license and access to a reliable vehicle are required since the position involves frequent travel (work-related travel expenses are reimbursable). Familiarity with Greater Pittsburgh region is strongly preferred. Position based in Pittsburgh, PA.

Salary: Competitive, based on education and experience

Employment Category: Full-Time; two-year grant with option to renew

Job Open Date: Immediately

To apply: E-mail your résumé and cover letter to jobs@thefoodtrust.org. Please reference "Project Coordinator-Pittsburgh" in the subject line. Please do not call.

The Food Trust offers competitive pay, a comprehensive benefit program, and a supportive mission-driven work environment where you can grow and learn both professionally and personally and be part of a great team!

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.