



PROJECT MANAGER NEW JERSEY

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 Project Manager will oversee all programming, administration and operational functions of the NJ SNAP-Ed Contract with TFT. The Project Manager will work with TFT content experts to coordinate nutrition education trainings and technical assistance for the NJ SNAP-Ed – NJ DOH contract. The Project Manager will drive the delivery of training, technical assistance, reporting, communications and budget management for Farm to Preschool/School, Healthy Corner Store Initiative, Heart Smarts and Just Say Yes to Fruits and Vegetables as specified in the contract. This position will oversee the program deliverables of the NJ DOH contract including the budget process, report writing and assist in grant writing.

Essential Functions

Programmatic Responsibilities include coordinating/executing:

- Posting and leading monthly topics on Canvas and monitoring and responding to additional questions on the platform daily.
- Leading bi-monthly webinars on topics based on feedback from the SNAP-Ed Regional Grantees, DOH, DHS and CREEHS.
- Providing quarterly local trainings/TA for each region identified in the contract.
- Notifying DOH PM of challenges or issues with the SNAP-Ed staff regarding technical assistance or the specific intervention.
- Participating on Nutrition educator's monthly calls led by the Program Specialists when applicable.
- Attending quarterly grantees meetings.
- Submitting monthly reports with a list of all scheduled trainings.
- Submitting Quarterly Progress Reports to the DOH PM.
- Submitting quarterly expenditure reports to the DOH PM.
- Overseeing program budget development and operate within budget limitations.

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 public health programs.
- C. Knowledge of government contracting processes and systems.
- D. Ability to travel in and around NJ for TA and meetings.
- 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 activities; 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, gardening equipment 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 community locations/special events on a regular basis.
3. Position will require frequent trips to attend conferences seminars, and community meetings.
4. May require working non-traditional hours based on operational needs.

Experience, Education, and Licensure

Minimum Experience: 3-4 years of related experience managing government contracts. Managerial experience and knowledge of nutrition education and SNAP-Ed 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 "Project Manager, NJ SNAP" 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