

The Food Trust

Ensuring That Everyone Has Access To Affordable, Nutritious Food



PROJECT COORDINATOR

PHILADELPHIA, 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.

POSITION SUMMARY

The Food Trust is seeking a dynamic and qualified Project Coordinator, will implement approved policies, systems and environment (PSE) approaches in assigned neighborhood locations with the goal of increasing access to healthy, affordable food in a variety of recovery houses and with returning citizens. The Project Coordinator will implement nutrition lessons and work with partnered groups to improve the health of SNAP eligible individuals and of the environments in which these individuals live. The Project Coordinator is responsible for establishing and maintaining community partnerships to ensure programmatic objectives are achieved. This includes but is not limited to delivering SNAP-Ed approved programming, identifying new sites for nutrition education programming and finding ways to connect this work internally within The Food Trust.

ESSENTIAL FUNCTIONS

- Provide nutrition education lessons and/or training and materials at a variety of sites to reach SNAP eligible participants including but not limited to recovery houses and sites that serve returning citizens.
- Incorporate policy, systems, and environmental (PSE) approaches, in coordination with nutrition education, to improve the health of the community
- Identify sites as needed to host and implement nutrition education classes and provide a variety of effective nutrition education programming utilizing facilitated group dialogue and other evidence-based approaches including, but not limited to: cooking demonstrations, store and farmers market tours, and other direct instruction that promotes living a healthy and physically active lifestyle.
- Collaborate with staff, project partners and community organizations to develop and implement programming at recovery houses and sites that serve returning citizens in Philadelphia.
- Apply cultural competence to identify appropriate programming resources and sites.
- Conduct outreach within assigned neighborhoods to promote programming.
- Assist with the development and evaluation of programming. This includes supporting data gathering from community partners and members for studies the team is working on and administering program surveys to community participations.
- Collect and track programming information in all required tracking documents as defined by management.

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 Trust's 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 educational learning techniques, strategies, and practices.
- C. Possess cultural competencies for diverse groups
- D. Ability to organize tasks and follow-up in an efficient manner with strong attention to detail in a fast-paced environment.
- E. Knowledge of the concepts with cultural competencies and utilizes this information for the enhancement of programming, and ability to communicate and foster relationships with a diverse group of individuals.
- F. Knowledge of the socio-ecological approach and skill in connecting adult programming across the spheres of influence.
- G. Demonstrates ability to manage multiple daily, weekly, monthly, and long-term tasks by carefully setting priorities, meeting deadlines, and scheduling time efficiently.
- H. Ability to operate a computer and use a variety of common software programs including Microsoft Office.
- I. Ability to operate and handle cooking related equipment as necessary to implement cooking component of the program
- J. Effective written and verbal communication skills.
- K. Possesses strong interpersonal skills as demonstrated by compassionate, courteous, cordial, cooperative, and professional interaction with diverse groups of co-workers, external partners and community members
- L. Adheres to all The Food Trust and departmental policies and procedures.
- M. Attends all The Food Trust in-services as required.
- N. Flexibility to work varying hours (including early mornings, evening hours, and occasional weekend events), not to exceed a 40 hour work week
- O. Ability to properly clean and sanitize all cooking equipment. In addition, to transporting and/or storing equipment and programming materials

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 educational 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 climb stairs; stoop; kneel; crouch, taste or smell.
2. The employee must lift and/or move up to 25 pounds of program materials and other related documents including while climbing stairs.
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. Position is based in The Food Trust's headquarters in Philadelphia, and you must be able to be in this office during standard work hours (Mon-Fri, 9am-5pm) when not traveling for work. May require working occasional nights and weekends.
2. Position requires occasional travel by air, train, and/or car throughout the U.S., an average of one to two overnights (may be consecutive or non-consecutive) could be expected annually as project and conference needs dictate.
3. Position involves occasional direct field-based work in urban and rural communities with moderate to high crime and poverty rates throughout the United States.
4. Must possess a valid U.S. driver's license with insurance and access to a reliable form of transportation.
5. Position requires use of personal cell phone with text messaging and internet capabilities for daily communication.
6. Work is outdoors and indoors, will be required to travel outside to meetings, partner/field sites, and other community locations/special events on a regular basis.

EXPERIENCE, EDUCATION, AND LICENSURE

Minimum Experience: At least two years relevant experience in a similar role within a community-based organization with a preference for experience with the recovery and/or returning citizen communities.

Minimum Education: BA/BS degree from an accredited college or university in a related field of study or relevant work experience.

License: Position requires valid driver's license and access to a reliable and insured motor vehicle.

Languages: English fluency (written/verbal) is required. Spanish proficiency (fluent/conversational) is preferred.

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 "Reentry/Recovery Coordinator" in the subject line. Please do not call.