

# The Food Trust

Ensuring That Everyone Has Access To Affordable, Nutritious Food



## **BILINGUAL (SPANISH) PROJECT ASSOCIATE, RETAIL PROGRAMMING LEHIGH VALLEY, 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](http://www.thefoodtrust.org).

### **POSITION SUMMARY**

The Food Trust is seeking a dynamic and qualified Project Associate to implement approved policy, systems, and environment (PSE) approaches in assigned neighborhood locations with the goal of increasing access to healthy, affordable food in a variety of retail and community settings (corner stores, produce markets, and grocery stores). The Project Associate will implement nutrition lessons, education, and work with partnered groups for health screenings at targeted stores in community settings. The Project Associate will also serve as a liaison within assigned communities and is responsible for establishing and maintaining community partnerships with corner store owners, residents, and community leaders 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.

The Project Associate will work closely with members of the Nutrition Education and Corner Store teams on related initiatives and programmatic objectives. The Project Associate will also support the management team with staff trainings, and program planning as needed. The Project Associate will support national consulting and technical assistance projects as required.

### **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: corner stores, supermarkets, and other identified sites
- Incorporate policy, systems, and environmental (PSE) approaches, in coordination with nutrition education, to improve the health of the community (i.e. food incentive programs, healthy food marketing and signage).
- Identify healthy corner store 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 tours, and other direct instruction that promotes living a healthy and physically active lifestyle.
- Collaborate with corner store staff, project partners, and community organizations to develop and implement programming (including nutrition education, taste tests, Heart Bucks and health screenings) in corner stores and other retail sites in Philadelphia and in nearby cities.
- 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 participants.
- Collect and track programming information in all required tracking documents as defined by management.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

*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 and ability to implement adult educational learning techniques, strategies, and practices. 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. Knowledge of the socio-ecological approach and skill in connecting adult programming across the spheres of influence.

### **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; walk; 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.
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 The Food Trust locations/special events.
3. Position may require occasional trips to attend conferences seminars, and meetings.
4. May require working non-traditional hours based on operational needs.

### **EXPERIENCE, EDUCATION, AND LICENSURE**

**Minimum Experience:** One year of relevant experience in a similar role within a community-based organization.

**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.

**Language:** Bilingual (Spanish) 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](mailto:jobs@thefoodtrust.org). Please reference "Retail Associate Lehigh Valley" in the subject line. Please do not call.