

The Food Trust

Ensuring That Everyone Has Access To Affordable, Nutritious Food



SENIOR ASSOCIATE, NUTRITION EDUCATION 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 Senior Associate that will be responsible for programming, administration, operations, coordination, and evaluation of the Nutrition Education Department. As a member of the Nutrition Education management team, the Senior Associate works collaboratively to create, implement, and maintain programming policies and practices to advance department and individual goals in a positive, productive working environment. Demonstrated experience and knowledge of all aspects of program management, evaluation, and planning is essential.

Responsibilities will include training programming staff and managers, supporting and coaching managers, and ensuring the integrity of programming by helping to achieve programming initiatives and goals. Staff management support includes recruitment and retention of new and current employees, training around compliance of policies and programming expectations, performance management, professional development and training.

The Senior Associate will report directly to the Associate Director, Nutrition Education and participate in department activities and projects as necessary.

ESSENTIAL FUNCTIONS

- Work with the senior staff and program management to further define programming expectations and performance management of program staff.
- Work with the Nutrition Education management team on strategic planning related to programming, staffing, and funding.
- Oversee the recruitment, on-boarding, retention, and off-boarding processes for Nutrition Education employees aligned with best practices around diversity, equity, and inclusion.
- Meet with the Nutrition Education management team on a regular basis to communicate about employee relations, training needs, professional development opportunities, recognition activities, communication, and ensure consistency and fairness across the team.
- Directly supervise a team of Nutrition Education program managers.
- Provide or identify relevant employee professional development opportunities for Nutrition Education employees in a cost-effective and creative manner within budget limitations.
- Assist with the development and compliance of Nutrition Education policies and procedures.

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

- Provide leadership within the Nutrition Education management team with respect to performance management processes including job description development, introductory and annual performance reviews, promotion recommendations, and corrective action planning.
- Identify effective employee engagement strategies to promote a supportive, productive, and healthy working environment for Nutrition Education employees in collaboration with The Food Trust's leadership team.
- Stay current on Nutrition Education programming, program management and evaluation, and performance management best practices in nonprofit environments.
- Work closely with programs and departments across the organization, including Accounting and Human Resources at TFT.

KNOWLEDGE, SKILLS, AND ABILITIES

- A. Demonstrates effective knowledge of staff and program management.
- B. Ability to provide effective coaching and counseling to management and staff related to performance management and workplace misconduct issues.
- C. Ability to work independently, maintains confidentiality, and demonstrates sound judgment and initiative.
- D. Handle multiple tasks effectively and meet deadlines.
- E. Strong attention to detail and accuracy of data.
- F. Ability to communicate effectively with individuals or groups.
- G. Demonstrates ability to work with other people through a cooperative effort.
- H. Possesses strong interpersonal skills as demonstrated by compassionate, courteous, cordial, cooperative, and professional interaction with co-workers, families, visitors, vendors, and residents.

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 will spend a majority of time sitting at a desk working at a computer workstation keyboarding and performing routine clerical duties.
3. The employee must occasionally lift and/or move up to 25 pounds.
4. Operate related office equipment and use necessary tools.
5. Primarily work seated at a computer workstation with frequent use of a keyboard.
6. 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: At least eight (8) years of progressively responsible experience in program development, management, and evaluation. Experience in a food access or nutrition education environment is preferred. Strong staff management skills (at least 5 years of staff management overseeing teams).

Minimum Education: BA/BS degree from an accredited college or university in education, nutrition, public health or a related field of study. Master's degree from an accredited college or university in a related field of study 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 “Senior Associate, Nutrition Education” in the subject line. Please do not call.