



## SPANISH NUTRITION EDUCATION TRANSLATOR 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](http://www.thefoodtrust.org).

The Food Trust is seeking a part-time Nutrition Education Translator who will work along with the Philadelphia team to implement the PA SNAP-Ed nutrition education programming in community sites, reaching families/adult/senior audiences. This position will effectively communicate nutrition objectives by way of translation. This position has internal contacts with the entire staff and external contact with members of the community. This position has access to sensitive Food Trust information and is expected to handle such information with integrity and professionalism. This position has regular contact with members of the community and is expected to represent The Food Trust in a professional manner.

The Nutrition Education Translator will report to the Director of Nutrition Education and participate in department activities as necessary.

### KEY FUNCTIONS

- Participate in activities related to the Adult Nutrition Education and Parent/Caregiver program.
- Attends assigned locations as needed and is punctual.
- Ability to comprehend instructions and ability to effectively present information in one-on-one and small group situations to program participants and other employees with The Food Trust.
- Fostering relationships with community groups, supermarkets, corner stores and Nutrition Educators.
- Assist Philadelphia team through translation to promote healthy food choices utilizing facilitated group dialogue and other evidence-based approaches.
- Adheres to The Food Trusts' security guidelines and ensures the appropriate handling of sensitive information.
- Facilitates and attends relevant staff meetings, when applicable to promote communication and execution of goals.
- Completes special projects specific to the function of the department or as needed for the department as directed by the supervisor.
- Other duties as assigned within the scope of position expectations.

### 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. Ability to organize tasks and follow-up in an efficient manner with strong attention to detail.
- D. Knowledge of the concepts and practices associated with cultural competencies, ability to communicate and foster relationships with a diverse group of individuals.
- E. Ability to travel in and around the Philadelphia and Norristown region to translate educational programs in diverse areas.
- F. Ability to operate a computer and use a variety of common software programs including Microsoft Office.
- G. Effective written and verbal communication skills in both English and Spanish.
- H. Possesses strong interpersonal skills as demonstrated by compassionate, courteous, cordial, cooperative, and

- professional interaction with diverse groups of co-workers, external community staff and adults.
- I. Adheres to all The Food Trust and departmental policies and procedures.
  - J. Attends The Food Trust in-services as required.

#### **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. Work is primarily conducted within community buildings that will require travel to community sites on a regular basis.
3. May require working non-traditional hours based on operational needs.

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

**Minimum Experience:** Related experience teaching and/or working with adult populations preferred. High School Diploma/GED required; bachelor's degree preferred. Fluent in Spanish.

**SALARY/PAY RATE:** COMPETITIVE

**EMPLOYMENT CATEGORY:** PART

**TIME JOB OPEN DATE:** IMMEDIATELY

**TO APPLY:** Email your résumé and cover letter to [jobs@thefoodtrust.org](mailto:jobs@thefoodtrust.org). Please reference "Nutrition Education Translator" in the subject line. Please do not call.