

Full-Time Community Outreach Project Associate (Philadelphia, PA)

Founded in 1992, The Food Trust works with neighborhoods, institutions, retailers, farmers, and policymakers across the country to ensure **delicious, nutritious food for all**. Backed by three decades of research and evaluation, our holistic, community-centered approach to nutrition security weaves together three core programming elements – access, affordability and education – as well as a focus on advocating for public policy solutions. More information about The Food Trust is available at www.thefoodtrust.org.

POSITION SUMMARY

The Community Outreach Associate will support the Community Engagement and Community Nutrition Managers in helping The Food Trust implement a Community Participatory Approach with the aim of bringing together residents and stakeholders to identify assets and resources within their neighborhoods. Through asset-based community mapping, connections can be made that lead to innovative solutions to food access and related nutrition issues. The Associate will be responsible for community outreach, building and sustaining relationships with organizations and community members, data collection and input related to asset mapping and other community participatory initiatives, as well as supporting staff with strengthening community engagement and partnerships. The Outreach Associate will work closely with Food Trust staff, local partner organizations, community groups and residents and reports to the Manager of Community Engagement.

ESSENTIAL FUNCTIONS

- Provides direct support to the Community Engagement Manager, Evaluation team, and Community Nutrition Manager in projects related to establishing a Community Participatory Approach
- Assists the Community Nutrition Manager with asset-based mapping projects, including the Food Learning Locator, that promote healthy food access and community health and wellness initiatives
- Participates in data collection efforts through a variety of methods (e.g. resident interviews, focus groups, surveys) in order to inform The Food Trust's approach
- Promotes community events to The Food Trust's constituents in partnership with the Communications and Community Nutrition teams
- Assists with Community Nutrition Programming to better understand and connect residents to these resources
- Attends community and civic group meetings to build relationships, connect The Food Trust's programs with community needs, and identify projects that support PSE (policy, systems and environment) change
- Participates in regional, department and agency meetings/trainings
- Completes weekly/monthly administrative tasks within communicated timeline

KNOWLEDGE, SKILLS AND ABILITIES

- 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.
- Ability to organize tasks in an efficient manner and follow-up and follow-through with strong attention to detail in a fast-paced environment.
- Knowledge of the concepts and practices associated with cultural competencies, ability to communicate and foster relationships with a diverse group of individuals.
- Ability to operate a computer and use a variety of common software programs including Microsoft Office.
- Effective written and verbal communication skills.



The Food Trust

EST. 1992

ENSURING THAT EVERYONE HAS ACCESS TO AFFORDABLE, NUTRITIOUS
FOOD AND INFORMATION TO MAKE HEALTHY DECISIONS

- 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.
- Adheres to all The Food Trust and departmental policies and procedures.
- Attends all The Food Trust in-services as required.
- Flexibility to work varying hours (including before school, afterschool, weekend and evening hours), not to exceed a 40-hour work week

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.

While performing the duties of this job, the employee will frequently stand; walk; sit. The employee will occasionally climb stairs; stoop; kneel; crouch or crawl; taste or smell.

EXPERIENCE, EDUCATION AND LICENSURE

High school diploma and 1 year of related work/volunteer experience focused on food access, nutrition education, public health, community organizing, and food retail or marketing. Experience in a nonprofit setting and/or familiarity with the SNAP/food stamp program and other social services is preferred. Residents of target communities are especially encouraged to apply. Looking for someone with a strong interest in racial and food justice, health equity, sustainable food systems, and community engagement.

EMPLOYMENT CATEGORY: Full-time, Benefits Eligible

JOB OPEN: Immediately

To apply: Email your résumé and cover letter to jobs@thefoodtrust.org. Please reference “Community Outreach Associate” in the subject line.

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.

