

Position Description: Project Coordinator, Healthy Food Access/HFFI

Position: Project Coordinator	Department: Healthy Food Access/HFFI
Reports to: Project Manager	FLSA Status: Exempt
Revised: August 2022	Classification: Regular Full-Time

Position Summary

The Project Coordinator supports multiple Healthy Food Financing Initiative (HFFI) programs across the country, as conducted out of our Philadelphia office. The Project Coordinator will provide support to senior staff involved with increasing access to healthy foods in underserved urban and rural communities, primarily by supporting healthy food retail development in under-resourced communities. The HFFI team's objective is to develop and implement programs at the municipal, state and federal level to increase access to affordable, nutritious food through the support of healthy food retail development in under-resourced areas. The Project Coordinator will provide support to include community research to assess applications to HFFI programs, and research and report on industry and community food access trends and factors important to the project. The Project Coordinator may also support relevant projects of the Healthy Food Access team, including Nutrition Incentives, Healthy Corner Store programming, and other miscellaneous healthy food access policy projects as they arise and are determined appropriate for the position by the agency.

This position has internal contacts with the entire staff and external contact with key stakeholders, government officials and members of the community. This position has regular contact with members of the community and is expected to represent The Food Trust in a professional manner.

The Project Coordinator will report directly to the Project Manager of the Healthy Food Financing team and will participate in project and departmental activities as necessary.

Essential Functions

- Develop and maintain relationships with stakeholders for program implementation.
- Promote healthy food financing programs to grocers and other healthy food retailers and community stakeholders throughout the state.
- Screen applications to healthy food financing programs for eligibility.
- Present during webinars, meetings and conferences.
- Support research and report development on relevant food access topics.
- Assist in planning and coordinating relevant meetings, conferences, and events.
- Assist other team members with project coordination.

Responsibilities include:

- Screen applications to healthy food financing programs for eligibility, including relevant data and community research and outreach.
- Conduct relevant project research.

- Plan and coordinate relevant meetings with partners and stakeholders.
- Support development of webinars, meetings and conferences, and attend relevant conferences and events.
- Track use of local, state and federal programs and private sector trends related to public health, economic development and healthy food access.
- Assist other team members with project coordination.

Non-Essential Functions

- Attend relevant workshops or join professional industry groups as necessary to maintain professional knowledge.
- Adhere to The Food Trust's security guidelines and ensures the appropriate handling of sensitive information.
- Facilitate and attends relevant staff meetings to promote communication and execution of goals.
- Complete 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

- 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.
- Demonstrates an ability to manage multiple daily, weekly, monthly, and long-term tasks by carefully setting priorities, meeting deadlines, and scheduling time efficiently.
- Knowledge of and an interest in public policy, urban planning, and/or community development and programming and a desire to work on public private partnerships to address major social inequities.
- Possesses strong interpersonal skills as demonstrated by compassionate, courteous, cordial, cooperative, and professional interaction with diverse groups of co-workers, external business partners, government officials, and the community.
- Ability to present ideas and concepts and influence others through effective public speaking and presentation skills.
- Ability to operate a computer and use a variety of common software programs including Microsoft Office, spreadsheets, and customized databases.
- Strong written and verbal communication skills and ability to effectively communicate with individuals and groups.
- Ability to organize tasks in an efficient manner and follow-up and follow-through with strong attention to detail in a fast-paced environment.
- Demonstrates ability to work with other people through a cooperative effort.

Experience, Education and Licensure

Minimum Experience: At least 2 years of related experience in a public policy, urban planning, community development, or advocacy environment with a focus on social inequities; experience in non-profit setting is preferred.

Minimum Education: BA/BS degree from an accredited college or university in public health, political science, business or other related field of study.

Language: Bilingual (Spanish) is preferred.

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; 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.
- The employee will spend a majority of time sitting at a desk working at a computer workstation keyboarding, using a telephone, and performing routine clerical duties.
- The employee must occasionally lift and/or move up to 25 pounds.
- Operate related office equipment and use necessary tools.
- 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.

- The noise level in the work environment is usually moderate.
- Although work is primarily indoors, you will be required to travel outside to The Food Trust locations/special events.
- This position may require travel throughout the country.
- Position may require occasional trips to attend conferences seminars, and meetings.
- May require working non-traditional hours based on operational needs.

How to Apply

Email your résumé and cover letter to jobs@thefoodtrust.org. Please reference “HFFI Program Coordinator” 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.