

Position Description: Project Associate, Community Nutrition – Retail Site Focus (Philadelphia, PA)

Position: Project Associate	Department: Healthy Corner Store Initiative
Reports to: Project Manager (Heart Smarts)	FLSA Status: Non-Exempt
Revised: November 2022	Classification: Regular Full-Time

Position Summary

The Project Associate will implement SNAP-Ed-approved nutrition programming in retail settings, as well as food access points and community sites, with the aim of reaching SNAP-eligible adult audiences. The Project Associate will implement approved policy, systems, and environment (PSE) approaches in assigned sites with the goal of increasing access to healthy, affordable food. The Project Associate will also serve as a liaison within assigned communities and is responsible for establishing and maintaining community partnerships, identifying new sites for nutrition education programming, and finding ways to connect our work with other departments at The Food Trust.

The Project Associate will work in collaboration with other nutrition educators in their team who are providing school-age and early childhood nutrition education in order to reach all ages within the targeted 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 balance of work will be 40% Direct Programming, 40% Policy, System, Environment work, and 20% Administrative. The Project Associate will report to the Project Manager.

Essential Functions

- Throughout the year, provide a variety of effective nutrition education programming utilizing facilitated group dialogue and other evidence-based approaches including, but not limited to: cooking demonstrations, series classes, store tours, community health fairs, field trips and other direct instruction that promotes living a healthy and physically active lifestyle.
- Incorporate policy, systems, and environmental (PSE) approaches, in coordination with nutrition education, to improve the health of the community (e.g., food incentive programs, healthy food marketing and signage, attending food policy council meetings).
- 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, farmers markets, supermarkets, educational sites, schools, community centers, places of worship, food pantries, health centers, housing developments and other identified sites.

- Identify sites to host nutrition education classes.
- Conduct outreach to promote nutrition education programs and recruit for upcoming programming.
- Participate in community mapping and evaluation projects in order to better understand and serve assigned communities.
- Attend community and civic group meetings to connect PEACH program with community needs.
- Identify key community groups and community leaders in order to build productive relationships and promote collaboration.
- Identify community resources that promote food access, physical activity, or healthy eating in order to share with other educators, partners, and participants.
- Identify and facilitate opportunities for cross-programming with other Food Trust departments.
- Establish and foster relationships with residents, community members/partners and site staff within assigned communities.
- Use cultural competencies to select appropriate programming resources, taste tests and recipes.
- Collect and report program documentation.
- Responsible for transporting all programming materials to/from programming sites.
- Pick up food for nutrition education programming.
- Participate in region, department and agency meetings/trainings.
- Complete weekly/monthly administrative tasks within communicated timeline.
- Track programming in all required tracking documents including outlook and program tracking table and others as determined by supervisors.
- Lead in the administration of evaluation within communities as assigned.

Non-Essential Functions

- Attend relevant workshops or join professional industry groups as necessary to maintain professional knowledge.
- Adheres to The Food Trust's security guidelines and ensures the appropriate handling of sensitive information.
- Facilitates and attends relevant staff meetings to promote communication/execution of goals.
- Completes special projects specific to the function of the department or as needed for the department as directed by the supervisor.
- Support agency wide efforts: The Food Trust values the efforts of staff that support agency wide events that support our mission.
- Represent program at cross-departmental meetings to improve communications.
- 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.
- Knowledge and ability to implement adult educational learning techniques, strategies, and practices.

- Possess cultural competencies for diverse groups
- Ability to organize tasks and follow-up in an efficient manner with strong attention to detail in a fast-paced environment.
- 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.
- Ability to travel in and around assigned region(s) to conduct educational programs in diverse areas.
- Demonstrates ability to manage multiple daily, weekly, monthly, and long-term tasks by carefully setting priorities, meeting deadlines, and scheduling time efficiently.
- Ability to operate a computer and use a variety of common software programs including Microsoft Office.
- Ability to operate and handle cooking related equipment as necessary to implement cooking component of the program
- Effective written and verbal communication skills.
- Possesses strong interpersonal skills as demonstrated by compassionate, courteous, cordial, cooperative, and professional interaction with diverse groups of co-workers, external partners and community members
- 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 early mornings, evening hours, and occasional weekend events), not to exceed a 40-hour work week
- Ability to properly clean and sanitize all cooking equipment. In addition, to transporting and/or storing equipment and programming materials

Experience, Education and Licensure

Minimum Experience: 1 year of related work experience teaching/working with adults.

Minimum Education: BA/BS degree from an accredited college or university in a related field of study or relevant work experience.

Language: Spanish fluency required

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 and walk to/from or while conducting educational activities; the employee will on a daily basis sit, use hands to

finger, handle, or feel objects, tools or equipment; reach with hands and arms; balance; talk or hear. The employee will climb stairs; stoop; kneel; crouch, taste or smell.

- The employee must lift and/or move up to 25 pounds of program materials and other related documents including while climbing stairs.
- 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.
- Work is primarily conducted within community sites that will require travel on a regular basis.
- Programming will occur outside and may be required to work in heat, wind, rain and other weather conditions.
- Position may require occasional trips to attend conferences, seminars, and meetings.
- May require working non-traditional hours based on operational needs.

Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

How to Apply

Email your résumé and cover letter to jobs@thefoodtrust.org. Please reference "Project Associate-Retail Sites" 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.