

Position Description: Senior Associate, Community-Based Programming (Philadelphia/Hybrid)

Position: Senior Associate	Department: Community-Based Programming
Reports to: Associate Director	FLSA Status: Exempt
Revised: February 2023	Classification: Regular Full-Time

Position Summary

The Senior Associate of Community-Based Programming is responsible for helping to oversee all aspects of adult programming, administration, operations and evaluation as well as supporting broader community engagement efforts across the organization. The Senior Associate will work to find opportunities for collaboration and connection between other programming areas, especially identifying ways to layer adult education onto existing programming.

As a member of the Community-Based Programming management team, the Senior Associate will work collaboratively to develop, implement, and assess programming practices to advance department and individual goals in a positive, productive working environment. The Senior Associate will also play a key role in helping to shape the strategic direction of the department. They will help lead community engagement work, both as it pertains to adult programming as well as broader support of Food Trust teams, to implement engagement and outreach goals that will strengthen programming and better serve the communities we support.

The Senior Associate must be able to work independently, maintain confidentiality, and demonstrate sound judgment and initiative. This position will work directly with programming staff and management as well as external contacts throughout Southeastern PA. This position has access to sensitive The Food Trust information and is expected to handle such information with integrity and professionalism.

The Senior Associate will report directly to the Associate Director, Community-Based Programming and will participate in all department activities and projects as necessary.

Essential Functions

- Work with the Community-Based Programming management team on strategic planning related to programming, staffing, and funding.
- Oversee all aspects of adult nutrition education programming including program planning, program monitoring, evaluation, systems, staffing, and opportunities for cross programming.
- Support community engagement efforts across the organization, including program planning, training, evaluation, systems, staffing, and implementation of community outreach and engagement plans for each program.

- Identify and support opportunities for collaboration with youth participants within existing and potential PSE projects.
- Assist with the recruitment, onboarding, retention, and off-boarding processes for Adult Community-Based Programming employees aligned with best practices around diversity, equity, and inclusion.
- Meet with the Community-Based Programming management team on a regular basis to engage in conversations related to program planning, program monitoring, evaluation, cross programming, training needs, professional development opportunities, and communication.
- Directly supervise, train and coach the Managers of Community-Based Programming and Community Engagement.
- Support the Community-Based Programming team in achieving programming goals and ensuring the integrity of programming through training, providing clear expectations, program monitoring, identifying opportunities for professional development, and performance management.
- Identify new partnerships and maintain existing partnerships within our communities, connecting them to other departments as necessary.
- Assist with the development and compliance of Community-Based Programming policies and procedures.
- Stay current on Community-Based Programming management and evaluation, and performance management best practices in nonprofit environments.
- As a part of the leadership team, the Senior Associate is expected to attend leadership team meetings, identify opportunities for collaboration across program areas and support agency-wide planning efforts.

Non-Essential Functions

- Attend relevant conferences and/or workshops as necessary to maintain professional knowledge and/or applicable certification(s).
- Complete special projects specific to Senior Associate position as directed by supervisor.
- Other duties as assigned within the scope of position expectations.
- Participate in Food Trust events, committees, and other opportunities that support the organization at large.

Knowledge, Skills and Abilities

- Demonstrates effective knowledge of staff and program management.
- Ability to provide effective coaching and counseling to management and staff related to performance management and workplace misconduct issues.
- Ability to work independently, maintains confidentiality, and demonstrates sound judgment and initiative.
- Handle multiple tasks effectively and meet deadlines.
- Strong attention to detail and accuracy of data.
- Ability to communicate effectively with individuals or groups.
- Demonstrates ability to work with other people through a cooperative effort.
- Possesses strong interpersonal skills as demonstrated by compassionate, courteous, cordial, cooperative, and professional interaction with co-workers, families, visitors, vendors, and residents.
- Ensures interactions are consistent with The Food Trust's values and treats others with dignity and

respect.

Experience, Education and Licensure

Minimum Experience: At least six (6) years of progressively responsible experience in program development, management and evaluation. Experience in food access or nutrition education environment is preferred. Strong staff management skills (at least 2 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 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.

1. While performing the duties of this job, the employee will frequently stand and walk to/from; use hands to 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 while conducting outreach activities.
2. The employee must occasionally lift and/or move up to 20 pounds.
3. 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. Position may require occasional trips to attend conferences, seminars and meetings.

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 "Senior Associate_Community-Based Programming" 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.

