

Position Description: Community Engagement Manager, Community-Based Programming (Hybrid)

Position: Community Engagement Manager	Department: Community-Based Programming
Reports to: Associate Director, Community-Based Programming	FLSA Status: Exempt
Revised: March 2023	Classification: Regular Full-Time

Position Summary

The Community Engagement Manager will support The Food Trust in implementing a Community Participatory Approach with the aim of bringing together residents and stakeholders to plan and develop integrated solutions to food access and related nutrition issues. The Manager will be responsible for internal staff training, program planning, and supporting staff with strengthening community engagement and partnerships. The Manager will work with multiple teams across The Food Trust to better coordinate and support food access and nutrition education initiatives. This position is responsible for hiring, training, supervising and supporting Project Associates (PT and/or FT) who are responsible for community outreach and engagement.

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 Community Engagement Manager will report to the Associate Director of Community-Based Programming.

Essential Functions

- Responsible for working with HR on hiring, training, supporting and supervising part-time/full-time community-based Project Associates in conducting outreach and fostering community relationships to promote food access and nutrition education programs, and to recruit for upcoming programming.
- Support program teams in implementing their goals and deliverables around community outreach and engagement.
- Identify key community groups and community leaders to build productive relationships and promote collaboration and connections with TFT teams.
- Identify community resources that promote food access, physical activity and healthy eating to share with educators, partners and participants.
- Participate in community mapping and evaluation projects to better understand and serve target communities.

- Attend community and civic group meetings to connect TFT with community groups.
- Participate in cross-programming efforts with other departments at The Food Trust.
- Establish and foster relationships with residents, community members/partners and site staff in target communities.
- Work collaboratively with TFT staff and community partners to incorporate policy, systems, and environmental (PSE) approaches, integrated with nutrition education, to improve the health of the community (i.e. food incentive programs, healthy food marketing and signage, attending food policy council meetings).
- Participate in regional, department and agency meetings/trainings.
- Complete weekly/monthly administrative tasks within communicated timeline.
- Track activities in all required tracking documents including outlook and program tracking table and others as determined by supervisor.
- Lead the administration of evaluation within communities as assigned.

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. Possess cultural competencies for diverse groups
- C. Ability to organize tasks and follow-up in an efficient manner with strong attention to detail in a fast-paced environment.
- D. 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.
- E. Ability to travel in and around assigned communities to support produce stands and communicate with partners.
- F. Demonstrates ability to manage multiple daily, weekly, monthly, and long-term tasks by carefully setting priorities, meeting deadlines, and scheduling time efficiently.
- G. Ability to operate a computer and use a variety of common software programs including Microsoft Office.
- H. Effective written and verbal communication skills.
- I. 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
- J. Adheres to all The Food Trust and departmental policies and procedures.
- K. Attends all The Food Trust in-services as required.
- L. Flexibility to work varying hours (including early mornings, evening hours, and occasional weekend events)

Experience, Education and Licensure

- **Minimum Experience:** Previous community experience, organizing and outreach (4+ years)
- **Minimum Education:** High school diploma/GED. Completion of community training programs desired.

- **Languages:** Spanish speaker preferred (fluent/conversational)

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 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.
2. The employee must lift and/or move up to 25 pounds of program materials and other related documents including while climbing stairs.
3. Operate related office equipment and use necessary tools.
4. 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. Work is primarily conducted within community sites that will require travel on a regular basis.
3. Programming will occur outside and may be required to work in heat, wind, rain and other weather conditions.
4. Position may require occasional trips to attend conferences, seminars, and meetings.
5. 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 "Community Engagement Manager" 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.