

**Position Description: Pathways to Recovery Senior Associate (New Jersey/Hybrid)**

<b>Position:</b> Pathways to Recovery Senior Associate	<b>Department:</b> Community-Based Programming
<b>Reports to:</b> Director of Community Nutrition	<b>FLSA Status:</b> Exempt
<b>Revised:</b> March 2023	<b>Classification:</b> Regular Full-Time

**Position Summary**

The Food Trust has decades of experience providing effective, tailored nutrition education to a wide variety of audiences. In 2019, the organization began to specifically tailor its education to participants who were experiencing recovery and has since adapted and expanded these efforts through a number of partnerships in both Pennsylvania and New Jersey.

The Senior Associate will be responsible for the expansion and integration of this programming into New Jersey’s Pathways to Recovery program. This is a statewide, holistic approach to supporting those in recovery, as well as their families, with the goal of increasing opportunities to re-enter the workforce. The Food Trust will support this initiative by providing essential nutrition education that will give participants the necessary tools to adopt healthy lifestyle behaviors and improve their recovery outcomes. This component of the program is titled THRIVE.

THRIVE will include five key components: Nutrition education, cooking workshops, Coach training, food safety training, and job placement. The Food Trust will also work closely with partners to identify Policy, Systems, and Environmental (PSE) changes that could support the healthy behaviors of participants. The Senior Associate will work with the leadership team to help plan, launch and assess the THRIVE program. This includes overall project management, establishing partnerships, program planning, outreach and recruitment, program implementation, data gathering and program evaluation.

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 Senior Associate will report to the Director of Community Nutrition and participate in department activities as necessary.

**Essential Functions**

- Lead the adaptation and implementation of a nutrition lesson series specifically designed for those going through recovery and their families. The series will blend synchronous and asynchronous learning opportunities for participants, offering virtual and in-person options.

- As part of the lesson series, coordinate cooking workshops to be offered in-person as well as through live, virtual platforms. Ensure participants receive the ingredients necessary to prepare each recipe, as well as select cooking tools that may be helpful in the meal preparation.
- Identify and lead the training of a small group of participants that complete the full workshop series to become THRIVE Coaches, leading future groups of participants through the series.
- Identify and work alongside key partners during program planning, implementation and assessment.
- Hold focus groups and conduct informational interviews to receive feedback on lesson content, length of series, virtual platforms, and recipe selection.
- Collect data and use evaluation results to inform and improve the overall program.
- Work with TFT leadership and community partners to identify select participants that could benefit from food safety training and help to coordinate training opportunities.
- Explore opportunities for integrating THRIVE workshops into the State's required learning to become a Community Health Worker and identify potential job placement opportunities for participants.
- Work closely with community partners and participants to understand what their challenges are related to nutrition security. Based on the data gathered, support the development of plans for implementing projects to address these challenges and help identify community resources that promote food access and physical activity.
- Lead meetings and trainings as needed (develop agenda; communicate program updates, etc.).
- Monitor programming deliverables and timeline.
- Complete all administrative tasks required of the position.

### **Non-Essential Functions**

- Attend relevant workshops or join professional industry groups as necessary to maintain professional knowledge.
- Adheres to The Food Trusts' security guidelines and ensures the appropriate handling of sensitive information.
- Facilitates and attends relevant staff meetings to promote communication and execution of goals.
- Completes 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.
- Represent community-based programs at cross departmental meetings to increase communications across programs as needed
- Support agency wide efforts- The Food Trust values the efforts of staff that support agency wide events that support our mission.

### **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, respecting the existing norms and culture among residents of the communities where programming will be delivered
- C. Knowledge and ability to deliver adult educational learning techniques, strategies, and practices.
- D. Ability to organize tasks in an efficient manner and follow-up and follow-through with strong attention to detail in a fast-paced environment.
- E. Knowledge of the concepts and practices associated with cultural competencies, ability to communicate and foster relationships with a diverse group of individuals.
- F. Ability to supervise others.
- G. Ability to travel in and around all Programming areas to provide programming support.
- H. Demonstrates ability to manage multiple daily, weekly, monthly, and long-term tasks by carefully setting priorities, meeting deadlines, and scheduling time efficiently.
- I. Ability to operate a computer and use a variety of common software programs including Microsoft Office.
- J. Effective written and verbal communication skills.
- K. 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.
- L. Adheres to all The Food Trust and departmental policies and procedures.
- M. Attends all The Food Trust in-services as required.
- N. Flexibility to work varying hours (including weekend and evening hours), not to exceed a 40 hour work week.

### **Experience, Education and Licensure**

- **Minimum Experience:** 4+ years of related experience in project management and program planning. Experience with workforce development or recovery programs preferred.
- **Minimum Education:** BA/BS degree from an accredited college or university in nutrition or a related field of study 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/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. This position expects to be working in the field approximately 20% of the time.
3. Position may require occasional trips to attend conferences seminars, and meetings.
4. 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](mailto:jobs@thefoodtrust.org). Please reference "Pathways to Recovery Senior 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.*