

## Position Description: Project Associate, Community Engagement (Philadelphia, PA)

|                                    |  |
|------------------------------------|--|
| <b>Position:</b> Project Associate | <b>Department:</b> 122/Community-Based Programming |
| <b>Reports to:</b> Program Manager | <b>FLSA Status:</b> Non-Exempt                     |
| <b>Revised:</b> April 2023         | <b>Classification:</b> Regular, Full-time          |

### Position Summary

The Project Associate, Community Engagement will support The Food Trust’s Community-Based Programming team in helping bring together residents and stakeholders to identify assets and resources within their neighborhoods. The Associate will provide administrative, research and communications support to both an asset-based community mapping project (the Nutrition Navigator, formerly known as the Food Learning Locator) and to the organization’s broader efforts around community engagement. The Associate will be responsible for data collection and input related to the Nutrition Navigator and other community participatory initiatives, as well as supporting staff with strengthening community engagement and partnerships. The Associate will work closely with Food Trust staff, local partner organizations, community groups and residents and will report to the Manager of Community-Based Programming.

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.

### Essential Functions

- Provides direct support to Community Engagement Manager and Community-Based Programming Manager
- Tracks and updates internal and external programming on the Nutrition Navigator
- Researches potential new Nutrition Navigator partners and programming and supports external meetings and communications
- Supports communication with partner organizations participating in the Nutrition Navigator
- Participates in data collection efforts through a variety of methods (e.g. resident interviews, focus groups, surveys) in order to inform The Food Trust’s approach
- Promotes community events to The Food Trust’s constituents in partnership with the Communications and Community-Based Programming teams
- Assists with Community-Based Programming to better understand and connect residents to these resources
- Participates in department and agency meetings/trainings
- Completes weekly/monthly administrative tasks within communicated timeline

### 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 attend 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.
- Support agency wide efforts- The Food Trust values the efforts of staff that support agency wide events that support our mission.
- Represent the Community-Based Programming team at cross departmental meetings to increase communications across programs
- 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.
- Ability to organize tasks in an efficient manner and follow-up and follow-through with strong attention to detail in a fast-paced environment.
- Knowledge of the concepts and practices associated with cultural competencies, ability to communicate and foster relationships with a diverse group of individuals.
- Ability to operate a computer and use a variety of common software programs including Microsoft Office.
- 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 business partners, corner-store owners, and the community.
- 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 before school, afterschool, weekend and evening hours), not to exceed a 40-hour work week

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

**Minimum Experience:** 1 year of related work experience; experience in a nonprofit setting and/or familiarity with the SNAP/food stamp program and other social services preferred.

**Minimum Education:** High school diploma/GED required; BA/BS degree from an accredited college or university in 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 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 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 indoors and 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](mailto:jobs@thefoodtrust.org). Please reference "Project Associate-Community Engagement" 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.*