

**Position Description: Bilingual (Spanish) Project Coordinator, Community-Based Programming & Healthy Corner Store Initiative (Philadelphia)**

<b>Position: Project Coordinator (Community-Based Programming &amp; HCSI)</b>	<b>Department: 122/Community-Based Programming</b>
<b>Reports to: Program Manager</b>	<b>FLSA Status: Non-exempt</b>
<b>Revised: December 2023</b>	<b>Classification: Regular Full-Time</b>

**Position Summary**

The Food Trust is recruiting a bilingual (Spanish) Project Coordinator to implement SNAP-Ed-approved nutrition programming in community sites, retail settings and other food access points, with the aim of reaching SNAP-eligible adult audiences.

The Project Coordinator will implement approved policy, systems, and environmental change (PSE) interventions in assigned sites with the goal of increasing access to healthy, affordable food. The Project Coordinator 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 Coordinator will regularly update documentation and conduct other administrative tasks to demonstrate programmatic reach, adhering to required deadlines.

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. This position requires collaborative work both within and across departments.

The balance of work will be 40% Direct Programming; 40% Policy, Systems, and Environmental Change; and 20% Administrative. Project Coordinators will be responsible for balancing priorities and scheduling work to ensure timely completion.

The Project Coordinator will report to the Program Manager.

**Essential Functions**

- Provide nutrition education lessons, training, materials and other interventions to reach SNAP-eligible participants at a variety of sites 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.

- 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 change (PSE) approaches, in coordination 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).
- Identify community resources that promote food access, physical activity, or healthy eating in order to share with other educators, partners, and participants, including through community mapping and evaluation projects.
- Identify sites to host nutrition education classes, and conduct outreach to promote upcoming programming.
- Identify key community groups and community leaders in order to build productive relationships and promote collaboration.
- Establish and foster relationships with residents, community members/partners, and site staff within assigned communities.
- Attend community and civic group meetings to connect SNAP-Ed programs with community needs.
- Identify and facilitate opportunities for cross-programming with other departments at The Food Trust.
- Use cultural competencies to select appropriate programming resources, taste tests and recipes.
- Transport all programming materials to/from programming sites, including picking up food for nutrition education programming.
- Collect program documentation from participants.
- Complete weekly/monthly administrative tasks within communicated timeline, including tracking programming in all required tracking documents, as determined by supervisors.
- Lead in the administration of evaluation within communities as assigned.
- Participate in regional, departmental and agency meetings/trainings.
- Assist Program Manager with staff training, program planning, and leading meetings as needed.

### **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 ensure the appropriate handling of sensitive information.
- Facilitate and attend relevant staff meetings to promote communication and execution of goals, including representing the SNAP-Ed program at cross-departmental meetings.
- 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 focused on furthering The Food Trust's mission.
- 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 and follow-up in an efficient manner with strong attention to detail in a fast-paced environment.
- Demonstrated ability to manage multiple daily, weekly, monthly, and long-term tasks by carefully setting priorities, meeting deadlines, and scheduling time efficiently.
- Knowledge and ability to implement adult educational learning techniques, strategies, and practices.
- Possess cultural competencies for diverse groups, and use this knowledge to enhance programming, effectively communicate, and foster relationships.
- 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.
- 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.
- Ability to properly clean and sanitize all cooking equipment in addition to transporting and/or storing equipment and programming materials.
- 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.

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

**Minimum Experience:** 2 years 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.

**Languages:** Spanish fluency required.

**License:** Valid and updated driver's license required.

### **Physical Demands**

- 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.

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.

### **How to Apply**

Email your résumé and cover letter to [jobs@thefoodtrust.org](mailto:jobs@thefoodtrust.org). Please reference “Project Coordinator (Community-Based Programming & HCSI)” 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.*