Position Description: Part-Time Project Associate, Nutrition Incentives (Statewide - PA)

| Position: Project Associate, Nutrition Incentives | Department: 141/Nutrition Incentives |
| Reports to: Program Manager, Nutrition Incentives | FLSA Status: Non-Exempt |
| Revised: December 2023 | Classification: Part-Time (20-25 hours/week) |

Position Summary

The Food Trust is seeking a part-time Project Associate based in Pennsylvania to support the Food Bucks and Food Bucks Rx programs, a regional effort that provides incentives for fruit and vegetable purchases in multiple food retail and healthcare settings. The Associate will work closely with the Nutrition Incentives team to support administration of and outreach for the Food Bucks and Food Bucks Rx programs. The position includes time in the office working on program administration and data entry, as well as time in the field conducting programming, partner recruitment and community outreach. This a hybrid in-person and remote position; the Associate’s location will determine how often and to which Food Trust office they are expected to report.

Essential Functions

- Support all programming, administrative and operational functions of the Food Bucks program
- Collect Food Bucks and reports from partners
- Enter data to track distribution and redemption information using database software and coordinate reimbursement for vendors
- Support store owners and market managers in the promotion of fruits and vegetables, including but not limited to coordinating store tours and creating and distributing of outreach and marketing materials
- Act as a program ambassador in meetings and support public relations activities
- Track objectives and milestones in coordination with internal and external evaluation efforts
- Assist with other Nutrition Incentives projects as needed

Non-Essential Functions

- Attend relevant conferences, trainings, or other events outside the region to increase knowledge and help advance the nutrition incentives field
- Other duties as assigned within the scope of position expectations

Knowledge, Skills and Abilities

- Understanding of and dedication to The Food Trust’s mission and core programs
- Demonstrated commitment to valuing diversity and contributing to an inclusive working environment
- Ability to work effectively both independently and in a team environment
- Experience in a non-profit setting and/or familiarity with one or more of the following areas is preferred: SNAP program, nutrition incentives, food retail, nutrition, healthcare, or other social services
- Strong interpersonal skills as demonstrated by compassionate, courteous, cooperative, and professional interaction with diverse groups of coworkers and external partners, including corner store owners, healthcare staff, and community members
• Strong written and oral communication skills, and ability to effectively communicate and present ideas and information to individuals and groups
• Ability to organize tasks in an efficient manner and follow-up and follow-through with strong attention to detail in a fast-paced environment
• Strong working knowledge of Microsoft Office and Google Workspace applications and facility learning and utilizing additional technologies
• Ability to travel to Food Bucks partners in the Associate’s region and to visit or report to TFT’s Pittsburgh and/or Philadelphia offices depending on the Associate’s location; infrequent national travel possible but optional

Experience, Education and Licensure

• High school diploma required
• Bachelor’s degree and/or related work experience focused on food access, public health, community development, or food retail preferred
• Familiarity with the SNAP/food stamp program and other social services preferred
• Valid driver’s license and consistent access to a reliable vehicle required

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.

• While performing the duties of this job, the employee will frequently stand; walk; sit; 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 or crawl, taste or smell.
• The employee will regularly spend time sitting at a desk working at a computer workstation keyboarding, using a telephone, and performing routine clerical duties.
• The employee must occasionally lift and/or move up to 25 pounds.
• The employee will 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.

• The noise level in the work environment is usually moderate.
• This position involves travel to partner sites (work-related travel expenses are reimbursable).
• Position may require occasional trips to attend seminars and meetings.
• May infrequently 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 “Food Bucks Project 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.