

**Position Description: Project Coordinator, Farm to School (Reading, PA)**

<b>Position:</b> Project Coordinator, Farm to School	<b>Department:</b> 121/Farm to School
<b>Reports to:</b> Program Manager, Farm to School	<b>FLSA Status:</b> Non-Exempt
<b>Revised:</b> April 2024	<b>Classification:</b> Regular Full-Time

**Position Summary**

The Project Coordinator will effectively communicate SNAP-Ed objectives at their assigned sites by delivering classroom based and out of school time lessons to students in grades preK-12, while also engaging teachers to integrate nutrition education activities into their curriculum.

The Coordinator will implement policy, systems, and environmental approaches (PSE) in assigned sites, using the Whole School, Whole Community, Whole Child (WSCC) model as a guide in order to cultivate a healthy school/site environment and increase access to healthy, affordable food. The Project Coordinator will also support the management team with staff trainings, program planning, and programming observations as needed.

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 balance of work will be 40% Direct Programming, 40% Policy, System, Environment work, and 20% Administrative.

The Project Coordinator will report to the Program Manager.

**Essential Functions**

- Provide effective nutrition education programming in assigned sites to promote healthy food choices and physical activity utilizing evidence-based approaches.
- Throughout the year, provide a variety of programming including but not limited to: conducting series classes, cooking demonstrations, community health fairs, field trips, teacher trainings, parent tables and parent/family workshops and other direct instruction that promotes living a healthy and physically active lifestyle.
- Over the summer, provide nutrition education at farmers market sites, conducting lessons, cooking demonstrations, and distributing healthy food incentives.
- Incorporate policy, systems, and environmental (PSE) approaches, in coordination with nutrition education, to improve the health of the community

- Train teachers and site programming staff to successfully integrate nutrition education into their classrooms and other educational spaces. This includes leading a monthly professional development series for teachers on a variety of topics related to nutrition and physical activity.
- Identify the school (or district) wellness coordinator and participate in wellness meetings
- Participate in evaluation projects in order to better understand and serve assigned communities.
- Attend community and civic group meetings to connect nutrition education program with community needs and build collaborative relationships with community leaders.
- Complete all program planning and administrative tasks required of the position.
- Assist with staff training, program planning, and leading meetings as needed.

### **Non-Essential Functions**

1. Attend relevant workshops or join professional industry groups as necessary to maintain professional knowledge.
2. Adhere to The Food Trust's security guidelines and ensures the appropriate handling of sensitive information.
3. Facilitate and attends relevant staff meetings to promote communication and execution of goals.
4. Complete special projects specific to the function of the department or as needed for the department as directed by the supervisor.
5. Other duties as assigned within the scope of position expectations.
6. Represent the SNAP-Ed program at cross departmental meetings to increase communications across programs
7. 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. Knowledge and ability to implement educational learning techniques, strategies, and practices.
- C. Possess cultural competencies for diverse groups
- D. Ability to organize tasks and follow-up in an efficient manner with strong attention to detail in a fast-paced environment.
- E. 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.
- F. Knowledge of the socio-ecological approach and skilled in connecting youth programming across the spheres of influence.
- G. Ability to travel in and around the region to conduct educational programs in diverse areas.
- 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. Ability to operate and handle cooking related equipment as necessary to implement cooking component of the program.
- K. Effective written and verbal communication skills.
- L. 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.
- M. Adheres to all Food Trust and departmental policies and procedures.
- N. Attends all Food Trust in-services as required.
- O. Flexibility to work varying hours (including before school, afterschool and evening hours, with occasional weekend events), not to exceed a 40 hour work week.
- P. Ability to properly clean and sanitize all cooking equipment. In addition, transporting and/or storing equipment and programming materials.

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

**Minimum Experience:** 2 years of related work experience teaching/working with children.

**Minimum Education:** BA/BS degree from an accredited college or university in a related field of study or relevant work experience.

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

1. While performing the duties of this job, the employee will frequently stand and walk to/from or while conducting classroom and 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 school buildings that will require travel to schools on a regular basis and occasional traveling to sites outside of assigned region.
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](mailto:jobs@thefoodtrust.org). Please reference "Farm to School Project Coordinator - Reading" 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.*