

Position Description: Seasonal, Part-Time Community Outreach Associate – Citywide Community Engagement (Philadelphia)

Position: Community Outreach Associate (Focus: Citywide Community Engagement)	Department: 122/Community-Based Programming
Reports to: Community Engagement Manager	FLSA Status: Non-exempt
Revised: April 2024	Classification: Seasonal, Part-Time

The Food Trust is a national nonprofit agency based in Philadelphia with over 32 years of experience connecting communities with healthy food and nutrition programming. We work with institutions, retailers, farmers and policymakers across the country to ensure delicious, nutritious food for all. Our holistic approach to nutrition security is based on the belief that we should all be able to find, afford and learn about the foods that support our health and bring us joy.

Position Summary

The Food Trust is seeking Philadelphia-based individuals to coordinate and execute community outreach and engagement efforts to increase awareness of and participation in the organization’s network of farmers markets and other public-facing programs. Priorities for engagement include neighborhood-focused promotion of farmers markets across the city, as well as connecting and working closely with local partner organizations, community groups, health clinics, senior centers and community members.

Ideal candidates will be outgoing, enthusiastic and interested in connecting communities with healthy food resources in their neighborhood; and would be comfortable interacting and problem solving with members of the public. This position includes travel to neighborhoods throughout the city; candidates should be comfortable and confident working in small teams to navigate the city and engage with diverse populations.

Community Outreach Associates (COAs) will work approximately 20 hours weekly, between May and October. The Associate will work closely with Food Trust staff, local cultural/social service organizations, community groups and residents.

Essential Functions

- Conduct community outreach at locations throughout Philadelphia to increase awareness of farmers market locations, programming and fresh/local food offerings. Outreach includes, but is not limited to, canvassing, flyering, attending community meetings, visiting nearby resource hubs, connecting with elected officials’ constituent services teams, and tabling at events

- Provide on-site support at seasonal farmers markets, including sharing relevant information about Food Trust programming and other helpful resources, and coordinating interactive engagement displays
- Provide administrative support including coordination and communication with community partners; creating and printing flyers and other marketing materials; and notifying community partners and customers of special events and market closures
- Attend mandatory trainings and regular check-ins with supervisor (via phone, Zoom and/or in-person)
- Carry out additional responsibilities, as they arise, throughout the market season

Knowledge, Skills and Abilities

- Ability to work independently with a high level of energy and contribute as part of a larger team
- Strong written and verbal communication skills
- Possesses strong interpersonal skills as demonstrated by respectful, collaborative and professional interactions with diverse groups of co-workers, external partners, vendors, funders and community members
- Ability to organize tasks and follow up in an efficient manner, with strong attention to detail in a fast-paced environment
- Ability to communicate and foster relationships with a diverse group of individuals utilizes this information for the enhancement of programming
- Ability to travel in and around the region to conduct outreach and educational programs in diverse areas
- Ability to operate a computer and use a variety of common software programs including Microsoft Office and Google Suite
- Adheres to all Food Trust and departmental policies and procedures
- Ability to work occasional evenings and weekends, based on operational needs
- Previous experience in farmers markets a plus

Experience, Education and Licensure

Minimum Experience: 1 year of related work experience focused on food access, public health, community organizing, food retail or marketing. Experience in a nonprofit setting and/or familiarity with the SNAP/food stamp program and other social services is preferred. Residents of target communities are especially encouraged to apply. Strong interest in racial and food justice, health equity, sustainable food systems and community engagement.

Minimum Education: High school diploma

Languages: Spanish or Mandarin speaker preferred (fluent/conversational)

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 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.
- 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.

- The noise level in the work environment is usually moderate.
- Programming will occur indoors and outside and may be required to work in heat, wind, rain and other weather conditions.
- May require working non-traditional hours based on operational needs, including occasional evenings and Saturdays.

The Food Trust reserves the 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 “Community Outreach-Philadelphia” 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.