

Position Description: Program Manager, Retail & Community Programming (Statewide NJ)

Position: Program Manager, Retail and Community Programming (Statewide NJ)	Department: 162/Healthy Corner Store Initiative
Reports to: Senior Associate, Community-Based Programming	FLSA Status: Non-Exempt
Revised: April 2024	Classification: Regular Full-Time

Position Summary

The Food Trust’s Healthy Corner Store Initiative (HCSI) seeks to increase the availability and awareness of healthy foods in corner stores in Camden through marketing, training and technical assistance to store owners, a healthy food identification campaign in corner stores, strategic investments in corner store layout to increase store capacity to sell and market healthy items and education and marketing in schools near targeted corner stores. The initiative links corner store owners, community partners and local farmers and suppliers to create and sustain healthy corner stores.

This position has internal contacts with the entire staff and external contact with corner store owners, partners and members of the community. 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 Project Manager will report to the Senior Associate, Community-Based Programming, and will participate in department activities as necessary.

Essential Functions

- Collaborate with community partners, NJ SNAP-Ed team, The Food Trust’s HCSI project management, corner store owners, local suppliers, farmers and community partners to develop and implement sustainable strategies for bringing fresh produce and other healthy foods into targeted Camden communities.
- Manage the overall operation of the project, according to identified project goals, with supervision from Associate Director. This includes policy, systems, and environmental changes in stores. Examples include: continued support of grab-and-go and smoothie pilot, merchandizing within corner stores and equipment purchasing and installation.
- Coordinate the Corner Store Association and help facilitate trainings and opportunities to support their businesses.
- Oversee and assist in the identification and recruitment of corner stores in the state, as needed.

- Facilitate the expansion of the HCSI in the state to include economic development support and other outside technical assistance for store owners as small business owners.
- Support the nutrition incentives programming in NJ.
- Implement social marketing campaign and installation/upkeep of in-store marketing materials.
- Collaborate with project partners to cultivate local entrepreneurship, coordinate store trainings, store conversion plans, and adopt cost effective business strategies.
- Assist Associate Director with linking nutrition education programming efforts with retail development efforts in stores.
- Oversee and support in-store nutrition education lessons with Food Trust Heart Smarts nutrition educators.
- Collaborate with local farms and urban garden on a pilot to source local produce to member corner stores.
- Participate in community mapping and evaluation projects in order to better understand and serve assigned communities.
- Attend community and civic group meetings to connect SNAP-Ed program with community needs.
- Identify key community groups and community leaders in order to build productive relationships and promote collaboration.
- Identify community resources that promote food access, physical activity, or healthy eating in order to share with other educators, partners and participants.
- Identify and facilitate opportunities for cross-programming with other departments at The Food Trust.
- Establish and foster relationships with residents, community members/partners and site staff within assigned communities.
- Use cultural competencies to select appropriate programming resources, taste tests and recipes.
- Collect and report program documentation.
- Responsible for transporting all programming materials to/from programming sites.
- Participate in region, department and agency meetings/trainings.
- Complete weekly/monthly administrative tasks within communicated timeline.
- Track programming in all required tracking documents/systems including outlook, PEARS, and program tracking table and others as determined by supervisors.
- Lead in the administration of evaluation within communities as assigned.

Non-Essential Functions

- Attend relevant workshops or join professional industry groups as necessary to maintain professional knowledge.
- Adheres to The Food Trust's security guidelines and ensures the appropriate handling of sensitive information.
- Facilitates and attends relevant staff meetings to promote communication and execution of goals.
- Completes special projects specific to the function of the HCSI program or as needed for the agency as directed by the supervisor.
- 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.
- Knowledge of the concepts and practices associated with fresh food retail, small business development or social enterprises.
- Ability to travel in and around Camden, NJ to conduct community outreach and implement programming activities in diverse areas.
- Knowledge of community-based business development practices.
- Ability to operate a computer and use a variety of common software programs including Microsoft Office, Access database, Excel, and customized databases.
- Strong written and verbal communication skills and ability to effectively communicate with 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.
- Ability to effectively and efficiently coordinate programming and special events.
- 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.

Experience, Education, and Licensure

Minimum Experience: 1-3 years of related experience of corner store or business background with knowledge of fresh food retail, small business development and social enterprises strongly preferred. Familiarity with economic development and community revitalization strategies, experience with community based work and community outreach.

Minimum Education: BA/BS degree from an accredited college or university in a related field of study preferred, but not required.

Language: Proficiency (written and verbal) in Spanish is 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 corner-store site visits; 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 occasionally climb stairs; stoop; kneel; crouch or crawl; taste or smell.

2. The employee must occasionally lift and/or move up to 25 pounds of program materials and other related documents.
3. Operate related office equipment and use necessary tools.
4. Daily work at a computer work station; daily keyboarding.
5. 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. Although work is primarily indoors, you will be required to travel outside to corner-stores and other community locations/special events on a regular basis.
3. Position may require occasional trips to attend conferences seminars and meetings.
4. 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. Please reference "Program Manager – Retail and Community Programming – NJ" 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.