

Position Description: Project Coordinator, Community-Based Programming, Project THRIVE (New Jersey)

Position: Project Coordinator, Community-Based Programming, Project THRIVE	Department: 122/Community-Based Programming
Reports to: Senior Associate, Community-Based Programming	FLSA Status: Non-Exempt
Revised: January 2025	Classification: Regular Full-Time

Position Summary

In 2019, The Food Trust began to specifically tailor its nutrition education programming to participants experiencing recovery and has since adapted and expanded these efforts through a number of partnerships in both Pennsylvania and New Jersey. This role of Project Coordinator, Community-Based Programming will be responsible for the expansion and integration of this intervention into New Jersey’s Pathways to Recovery program (Project THRIVE). This is a statewide, holistic approach to supporting those in recovery, as well as their families, with the goal of increasing opportunities to re-enter the workforce. The Food Trust supports this initiative by providing essential nutrition education workshops and food safety training, giving participants the necessary tools to adopt healthy lifestyle behaviors and improve their recovery outcomes.

THRIVE will include three key components: nutrition education and cooking workshops, ServSafe food safety training and job placement. The Food Trust will also work closely with partners to identify policy, system, or environmental changes that could support the healthy behaviors of participants.

The Coordinator will work closely with the Senior Associate to maintain and expand programming across New Jersey to ensure successful implementation. This includes overall program planning, outreach and recruitment, program implementation, data gathering, and program evaluation. The position includes time in the office working on program administration and data analysis, as well as time in the field conducting programming.

The Coordinator will also be expected to support adult-based nutrition education programming in other settings, including farmers markets and corner stores.

Essential Functions

- Lead the planning and implementation of nutrition education programs specifically designed for those going through recovery, as well as their families.
- As part of the lesson series, coordinate cooking workshops to be offered in-person as well as through live, virtual platforms. Ensure participants receive the ingredients necessary to prepare each recipe, as well as select cooking tools that may be helpful in the meal preparation.
- Identify and work alongside key partners during program planning, implementation and assessment.
- Support and lead focus groups and conduct informational interviews to receive feedback on lesson content, length of series, virtual platforms, and recipe selection.
- Collect data and use evaluation results to inform and improve the overall program.

- Work with community partners to identify participants that could benefit from completing ServSafe food safety training, and help to coordinate and lead these trainings.
- Explore opportunities for integrating THRIVE workshops into the State's required learning to become a Community Health Worker and identify potential job placement opportunities for participants.
- Monitor programming deliverables and timeline.
- Take notes, facilitate scheduling, and prepare minutes for calls and meetings
- Complete all administrative tasks required of the position.
- Ensure community engagement and support of nutrition education in other settings throughout the state including other adult settings, corner store, farm to ECE and farmers markets.

Non-Essential Functions

1. Attend relevant conferences, trainings, or other events as necessary to maintain and increase professional knowledge.
2. Adhere to The Food Trust's security guidelines and ensures the appropriate handling of sensitive information.
3. Represent community-based programs at cross departmental meetings to increase communications across programs as needed.
4. Support agency-wide efforts that support our mission.
5. Other duties as assigned within the scope of position expectations.

Knowledge, Skills and Abilities

- A. Understanding of The Food Trust's mission goals, 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, respecting the existing norms and culture among residents of the communities where programming will be delivered.
- 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. Ability to travel in and around programming areas to conduct educational programs in diverse areas.
- G. Demonstrates ability to manage multiple daily, weekly, monthly, and long-term tasks by carefully setting priorities, meeting deadlines, and scheduling time efficiently.
- H. Ability to operate a computer and use a variety of common software programs including Microsoft Office.
- I. Ability to operate and handle cooking related equipment as necessary to implement cooking component of the program.
- J. Effective written and verbal communication skills.
- K. Possess strong interpersonal skills as demonstrated by compassionate, courteous, cordial, cooperative, and professional interaction with diverse groups of co-workers, external partners, corner-store owners, and the community.
- L. Adheres to all Food Trust and departmental policies and procedures.

- M. Attends all Food Trust in-services as required.
- N. Flexibility to work varying hours (including weekend and evening hours), not to exceed a 40 hour work week.

Experience, Education and Licensure

Minimum Experience: 2 years of experience with workforce development or recovery programs preferred. Spanish proficiency preferred.

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

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; 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.
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. Frequent travel (work-related travel expenses are reimbursable).
3. Occasional trips to attend conferences and meetings.
4. Non-traditional hours based on operational needs may be required.

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 "Project Coordinator, NJ THRIVE" 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.