

Position Description: Community Engagement Coordinator (Philadelphia, PA)

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| Position: Project Coordinator | Department: 122/Community Engagement |
| Reports to: Community Engagement Manager | FLSA Status: Non-Exempt |
| Revised: January 2025 | Classification: Regular, Full-time |

Position Summary

The Food Trust is recruiting a Project Coordinator to support community engagement efforts across the organization, bringing together residents and stakeholders to identify assets and resources within their neighborhoods and engage meaningfully with programming. The Coordinator will support the Community Engagement team in: working with programmatic departments to achieve individual and shared community engagement goals; building staff capacity for community engagement through seasonal on-the-ground support and coaching; establishing and growing relationships with external partners; increasing The Food Trust’s visibility in target neighborhoods; and maintaining asset-based community mapping projects (e.g., Nutrition Navigator) through partner recruitment, promotion/outreach, and cross-team coordination. In this dynamic role, the Coordinator will work closely with Food Trust staff, local partner organizations, community groups and residents and will report to the Community Engagement Manager.

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.

Essential Functions

- Provides direct support to Community Engagement Manager
- Supports recruitment, promotion and outreach for the Nutrition Navigator
- Promotes community events to The Food Trust’s constituents, including but not limited to attending meetings, meeting with external partners, participating in tabling events, implementing community-focused programming and writing feature articles on key partners
- Participates in data collection efforts through a variety of methods (e.g. resident interviews, focus groups, surveys) in order to inform The Food Trust’s approach
- Participates in department and agency meetings/trainings
- Completes weekly/monthly administrative tasks within communicated timeline

Non-Essential Functions

- Attend relevant workshops or join professional industry groups as necessary to maintain professional knowledge.
- Adhere to The Food Trust’s security guidelines and ensures the appropriate handling of sensitive information.
- Facilitate and attend relevant staff meetings to promote communication and execution of goals.

- Complete special projects specific to the function of the department or as needed for the department as directed by the supervisor.
- Support agency-wide efforts that reinforce the organization's mission
- Represent the Community Engagement team at cross-departmental meetings to increase communications across programs
- 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.
- Ability to organize tasks in an efficient manner and follow-up and follow-through with strong attention to detail in a fast-paced environment.
- Knowledge of the concepts and practices associated with cultural competencies, ability to communicate and foster relationships with a diverse group of individuals.
- Ability to operate a computer and use a variety of common software programs including Microsoft Office.
- Effective written and verbal communication skills.
- 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.
- Adheres to all The Food Trust and departmental policies and procedures.
- Attends all The Food Trust in-services as required.
- Flexibility to work varying hours (including weekend and evening hours), not to exceed a 40-hour work week

Experience, Education and Licensure

Minimum Experience: 1 year of related work experience; experience in a nonprofit setting and/or familiarity with the SNAP/food stamp program and other social services preferred.

Minimum Education: High school diploma/GED required; BA/BS degree from an accredited college or university in a related field of study preferred.

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; 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.
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 community sites that will require travel on a regular basis.
3. Programming will occur indoors and 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. Please reference "Community Engagement Coordinator" 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.