



Administrative Associate, Research and Evaluation

The Food Trust, founded in 1992, grew out of a desire to bring affordable, nutritious, fresh fruits and vegetables to people in the inner city. Now in its second decade, The Trust's mission has expanded to ensure that everyone has access to affordable, nutritious food. More information about The Food Trust is available at www.TheFoodTrust.org

The Food Trust is seeking an energetic and committed individual to support the growth and success of research, evaluation and professional services.

Responsibilities include:

- Survey data entry and management using EXCEL, SPSS
- Interview and focus group transcription
- Data collection support in the field as needed.
- Work with Evaluation research and professional service team to establish and manage office file management systems (paper and electronic)
- Maintain database of billing information, dates, and individuals
- Maintain database of project time allocations for staff
- Various administrative assignments such as copying, filing, travel scheduling and assisting with meeting preparations and scheduling

Qualifications:

High School diploma or equivalent required (Bachelors Degree preferred); a minimum of 1 year administrative/secretarial experience or an equivalent combination of education and experience. Candidate must be detail-oriented, flexible, creative, and productive under pressure. Excellent word processing and database skills; proficient in MS Word, Outlook, Excel and PowerPoint. (SPSS highly desirable). The ideal candidate will have the following characteristics: a style that promotes collaboration and communication; sense of humor, a high energy level; ability to work independently and handle multiple tasks simultaneously with attention to detail and accuracy and a sincere interest in the field of evaluation/research.

Employment Category: Part - time

Salary: Competitive, based on education and experience.

Job Open Date: Immediately

To apply: E-mail your résumé and cover letter to contact@thefoodtrust.org or fax to 215-575-0466. Please reference "Administrative Associate, Research and Evaluation" in the subject line. Please do not call.

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.