



Communications Associate

The Food Trust, founded in 1992, is a non-profit organization working to ensure that everyone has access to affordable, nutritious food. The Trust works to educate the public about good nutrition and to increase the availability of fresh food in neighborhoods throughout the region and the state. The Trust works with school districts, supermarket operators, corner store owners, public and private partners, and farmers to make fresh food and nutrition education available to everyone. More information about The Food Trust is available at www.TheFoodTrust.org

The Food Trust is seeking energetic and committed individuals for part-time, entry level position to support the work of the communications department. The Food Trust's communications department is responsible for many of The Food Trust's communications with the general public and media. The department is responsible for maintaining The Food Trust's website, www.TheFoodTrust.org, producing the organization's bi-annual newsletter in print and electronic formats, creating and distributing press releases, handling inquiries from the media, and maintaining consistent messages from The Food Trust to a variety of audiences. In addition to these responsibilities, the communications department assists Food Trust program and development staff in maintaining clear and consistent messages about The Food Trust's work.

Responsibilities include:

- Make text edits to TheFoodTrust.org
- Write and circulate The Food Trust's farmers' market newsletter, Fresh Times, which is distributed weekly during the farmers' market season and monthly during the rest of the year.
- Maintain clippings and tracking of Food Trust media hits
- Maintain agency wide information packages
- Research and maintain relevant fact sheets on issues such as childhood obesity, school wellness policies, and food access
- Coordinate special events, particularly surrounding farmers' markets
- Coordinate with the development department for communications and events specifically targeted to reach existing or potential donors.

Qualifications: Bachelors Degree. Course work in communications or graphic design a plus. Strong oral, written and communication skills are essential. The ideal candidate will have the following characteristics: a style that promotes collaboration and communication; a high energy level; public speaking skills; a sense of humor; an open mind; a commitment to The Food Trust's mission.

Salary: Competitive, based on education and experience.

Employment Category: Part-time

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 "Communications Associate" 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.