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Coordinator, Nutrition Program, Pennsylvania

The Food Trust is seeking an energetic and committed individual for a full-time position to coordinate a nutrition education partnership with the Greater Philadelphia Urban Affairs Coalition (GPUAC) and The Food Trust's recreation and school-based education program. The Greater Philadelphia Urban Affairs Coalition is a non-profit organization whose mission is to unite government, business, neighborhoods, and individual initiative to improve the quality of life in the region, build wealth in urban communities and solve emerging issues. This position offers a unique opportunity to positively impact the health of both children and adults by providing nutrition education and increased access to nutritious and affordable food in lower income communities. The Food Trust's Nutrition Education Programs are funded by the USDA's Food Stamp Program. Please visit our website at www.TheFoodTrust.org for more information.

Responsibilities include:

- Meet with program directors to integrate our programs into their existing structure.
- Teach lessons on a regular basis on topics such as whole grains and healthy lifestyles
- Establish and foster relationships with GPUAC site staff and train them to successfully integrate nutrition education into their unique programs
- Maintain communication between GPUAC and The Food Trust program managers.
- Plan, prepare, and implement nutrition education to students and caregivers to improve the overall health of the community in the form of lessons/classes, events, and caregiver workshops as part of 5 GPUAC programs. These programs include nutrition education workshops for teen girls, after-school programs for students, a program for teens and adults seeking their high school diploma, a summer reading program, and classes for parents seeking reunification with their children.
- Order needed supplies and materials and deliver educational materials to GPUAC program sites
- Collect cost share documentation from site staff on an ongoing basis for program funding purposes

Organizational Responsibilities include:

- Participate in school team meetings on a weekly basis
- Shadow Nutrition Education Program Project Managers and participate in activities to build the skills necessary to effectively manage a program at The Food Trust
- Review budget on an ongoing basis and work with manager, associate and grant directors to determine changes in programming, ordering, and cost share collection
- Review cost share collection status on a monthly basis and review cost share reports provided by the grant director on a quarterly basis
- Throughout the year, collaborate with the Recreation Center Project Coordinator to plan, problem solve, and build ties between respective programs
- During summer work with associate director, manager, and Recreation Center Project Coordinator to plan for the coming school year

Qualifications: Bachelors Degree with course work in dietetics and/or nutrition. RD preferred. Leadership experience. Ability to handle multiple priorities, organize time effectively, and work independently and as a team player. Strong oral, written and communication skills; bilingual is a plus. Interest in urban education and a desire to work with school-aged children and caregivers. The Program Coordinator position involves frequent travel throughout the Philadelphia region and requires a valid driver's license and access to a reliable vehicle. Some evenings and Saturdays will be required. 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.

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.