



Project Associate for Snack Coordination, Kindergarten Initiative

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 Kindergarten Initiative promotes healthy communities by teaching young children and their parents about food, farms and nutrition. The Kindergarten Initiative works with kindergarten students in the classroom, integrating nutrition concepts into the regular school curriculum as well as providing healthy fruit and vegetable snacks grown by local farmers.

The Food Trust is seeking an energetic and committed individual to implement a healthy snack program in Philadelphia schools as a part of the new Healthy Farms, Healthy Schools program. This **full time position** is a unique opportunity to both positively impact children's health by providing increased access to nutritious food in low income communities *and* strengthen the food system in Philadelphia building a stronger infrastructure for local food.

The healthy snack program is funded by the Pa Department of Agriculture's Healthy Farms, Healthy Schools program. The Project Associate serves as a coordinator for approximately 37 schools throughout Philadelphia. Associate will manage the snack program on a weekly basis by sourcing local snacks and coordinating product processing and distribution to schools.

Responsibilities include:

- Develop snack menus and snack talk cards on a monthly basis and ensure their distribution to teachers on a monthly basis
- Source snacks weekly from local and non-local vendors including determining product availability and negotiating prices
- Arrange weekly transportation for snacks to schools
- Source local food for parent outreach activities including Farm Store
- Establish and foster relationships with program partners including farmers, processors and distributors and teachers
- Create lines of communication with teachers about snack menus, snack talk cards and other issues involving healthy snacks
- Work with a few selected schools on a special project to develop outdoor fruit and vegetable gardens
- Invoice farmers/vendors for snacks, mail checks and work with KI Program Coordinator and other FT Staff to ensure proper financial management of the project
- Snack troubleshooting
- Work as liaison with the School District of Philadelphia Healthy Farms, Healthy Schools Coordinator to ensure all participating School District Schools have quality snacks on a timely basis

Qualifications: Ability to handle multiple priorities, organize time effectively, and work independently and as a team player. Ideal candidate will have experience dealing with produce, including handling, distribution, strong oral, written, communication and computer skills, particularly Excel. Interest in early childhood education, local food and a desire to work with area farmers is a plus. 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: Full- 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 "Project Associate, Snack Coordination KI" 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.