

Project Coordinator, Farmers' Market Program

The Food Trust is seeking an energetic and committed individual to plan, develop, implement, and manage the day-to-day operations and activities of the Farmers' Market Program. The Trust's signature program, the Farmers' Market Program staffs 17 weekly open-air markets, which provide nutrition education and increased access to fresh, locally grown food to neighborhoods in the Greater Philadelphia region.

Responsibilities include:

- Develop and monitor program budget
- Supervise full- and part-time market staff and volunteers
- Provide on-site management at multiple farmers' markets
- Work with community partners to conduct outreach to customers
- Work with vendors and consultants to design and produce nutrition education materials and implement annual campaign
- Plan and coordinate market-based nutrition-education activities
- Work with FMNP (Farmers' Market Nutrition Program) agencies to conduct educational outreach to WIC and senior clients
- Provide written reports on the above activities

Minimum Qualifications:

BA/BS with at least 2-3 years supervisory experience; excellent administrative skills; strong written and verbal communication skills; detail-oriented, flexible, creative, and productive under pressure; ability to work with wide range of people and communities; proficient with word processing and spreadsheet applications; ability to work a flexible schedule (evening and weekend work is required during market season); interest in nutrition issues.

Salary: Competitive, based on education and experience.

Job Open Date: August 9, 2004

To apply: E-mail your résumé and cover letter to contact@thefoodtrust.org or fax to 215-568-0882. Please reference "Project Coordinator, Farmers' Market Program" 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.