



**Description:** The Chattanooga Food Center, a 501c3 nonprofit organization, is seeking a part-time Project Coordinator for its new program, Project Diabetes. The Chattanooga Food Center's mission is to increase access to locally grown foods, provide nutrition education, and inspire engagement in regional agriculture. Project Diabetes is a state initiative by the Tennessee Department of Health. The coordinator position will be funded according to the terms of the Tennessee Department of Health and has an initial commitment of three (3) years. The Project Diabetes Coordinator will maintain working relationships with three farmers markets and Gaining Ground Grocery to install a nutrition incentive EBT Doubling Program. The coordinator will be responsible for working with farmers market managers to collect and track token sales for the program and account for costs associated with the program. The coordinator will also organize food and nutrition demonstrations at the markets and in schools and after school programs. In addition, the coordinator will organize a bi-weekly walking club taking place around city parks and other greenspaces. Data will be developed and collected for each activity on a regular basis to gauge program impact. This position will primarily require in person attendance, but some duties can be fulfilled remotely, if needed. The Project Coordinator reports to the Executive Director.

#### **Roles and Responsibilities:**

Duties consist of but are not limited to:

##### Double Up Food Bucks

- Develop a system of accounting for nutrition incentive tokens collected at farmers market partners from program participants using EBT/SNAP.
- Train market managers and vendors to utilize the program effectively.
- Maintain consistent working relationships with farmers market managers and vendors.
- Provide necessary follow up training to market managers and vendors as needed.
- Develop and collect data from Double Up Food Bucks for reporting.

##### Food And Nutrition Demonstrations

- Coordinate with area food professionals to provide on site food and nutrition demonstrations. The frequency is once per month at a farmers market and at a school or after school program.
- Maintain good working relationships with food professionals to assist with recipes and dishes as needed.
- Develop surveys and periodically collect data from food education outreach.

#### Walking Club

- Organize the bi-weekly walking club at different parks and outdoor spaces around Chattanooga.
- Promote the walking club to various groups and community stakeholders
- Recruit volunteers to assist with walking groups of different paces to encourage participation from a range of fitness levels.
- Prepare alternatives to walking in the event of severe or inclement weather.

**Ideal Candidate:** Our ideal candidate would be a detail oriented individual that shares the mission of the Chattanooga Food Center and has documented experience in program management and coordinating large groups of people. The candidate should exhibit a passion for healthy eating and active living and a working knowledge of diet related chronic disease prevention as it pertains to population/community health.

**Pay Range:** \$18/hour, 25 hours per week. There is also a stipend for phone and mileage. Please note reliable transportation and the appropriate insurance will be required for the position.

#### **Qualifications:**

- Bachelor's degree or relevant program management experience
- Experience in data entry, statistics, tracking, and reporting
- Customer service experience
- Must be able to stand and walk for long periods of time
- Must be able to routinely lift 20+ pounds on a regular basis
- Recommended- previous food safety training

Please submit a resume and cover letter to [hmartin@chattfoodcenter.org](mailto:hmartin@chattfoodcenter.org).

Paper applications are also available at Gaining Ground Grocery during business hours (Thursday-Saturday 12-6pm). Gaining Ground Grocery is located at 1918 Union Avenue, Chattanooga, TN 37404