



Program Associate

About Fit and Food Connection (FFC):

The Fit and Food Connection is a non-profit organization providing access to healthy food, fitness classes, holistic group wellness education, and one-on-one coaching to communities in need.

Our Vision: We envision a world where people in underserved communities all have strong minds and healthy bodies.

Our Mission: The Fit and Food Connection offers people living in food and fitness deserts access to free nutritious food, physical activities, educational workshops, and personal coaching to encourage and support healthy living.

To learn more about our organization, please visit www.fitandfoodconnection.org.

Disclaimer: The communities we serve are a result of disinvestment in northern St. Louis City and County, so we want to bring the community together to shift that narrative and support the health and wellness of our neighborhoods.

Program Associate

High-level leader who carries our planning, management, coordination of programs and implements community and volunteer engagement. Strong communicator with creativity, passion, and attention to detail who will work directly with the Director of

Programs at The Fit and Food Connection. Supports build capacity and expand overall programs to increase opportunities within the community we serve. Should enjoy working with a diverse population, be organized and possess a high degree of personal motivation. Requires relevant experience and some education and technical education, knowledge and skill with Google Suite, Microsoft Word and Excel, and Neon CRM. Capable of collaborating with staff, board members, donors and volunteers, a team player, not afraid to pitch in when needed! Requires strong professional communication skills. Experience working in social services environment and an interest in creating lasting change. Ability to interact with community members respectfully and empathetically.

- **Roles and Responsibilities:**

- Program planning, management, coordination of all programs including food delivery service, biweekly check ins at organic garden, wellness series and pop-up classes involving fitness and nutrition topics.
- Program evaluation and assessment in collaboration with Program Director
- Volunteer management for effectively putting on all quality programs – picking up food orders and donations
- Community engagement and most time will be spent in the community spaces for programming and events
- Program maintenance, design, and enhancements
- Plan for and assess 6-week wellness series to implement with Program Manager
- Act as DoorDash Liaison. Identify routes that must be assigned to DoorDash. Upload to the DoorDash Merchant Portal and monitor during Food Pantry Operations.
- Annual Food Drive - Sign-up, pick-ups and deliveries, outreach, answer questions as-needed, update Food Drive spreadsheet. Connect with new partners, volunteers, engage internal team participation.
- Health and wellness promotion and ambassador
- Relevant experience and some education and technical education

Location: Hybrid- Remote and In-Person at program sites, Thrive Co. Office Space- 222 S Meramec Ave St. Louis, MO 63105- and Other Community Events

You must:

- **BE COMFORTABLE WORKING IN UNDERSERVED COMMUNITIES WITH VULNERABLE POPULATIONS IN NORTH CITY AND COUNTY**
- Have reliable transportation and insurance

- Position will require a personal computer for administrative tasks and use of personal vehicle to attend external meetings, events, and programmatic activities.
- Nonprofit program knowledge and experience
- Leadership qualities such as crisis management, excellent written and verbal communication skills, and resourceful
- Ability to work independently and engage collaboratively with diverse staff, board members, volunteers, and community members at all levels of the organization
- Confidence in coordinating and supervising teams of volunteers
- Self-motivated with problem-solving capabilities
- Ability to communicate effectively both verbally and in writing; and to listen and solve problems proactively
- Have strong organizational skills
- Be available to work evenings and weekends and sometimes within last minute's notice

Time Commitment: *32 Hours Weekly. Some weekend and evening hours required with a minimum of 1 office day a week.*

Salary: *39k-41k/ yearly, healthcare stipend*

Reports to Program Director

To Apply please send your resume and a 2-paragraph personal interest statement on your connection to the health and wellbeing (specifically: food, physical exercise, and overall health) to marginalized communities in Northern St. Louis. The first due date for application submission is **Mar 29, 2024, at 5pm**. Please send all materials to gcole@fitandfoodconnection.org.