

Southwest Florida Regional Planning Council

Position Title: Food Policy Coordinator

Salary Range:
\$37,000 annually

Job Description:

This is a grant funded contractual two-year position with a salary of \$37,000 annually. Under the general direction of the Executive Director, the Food Policy Coordinator performs technical and professional work involving gathering information, evaluating, and reporting data for the purpose of establishing a Food Policy Council throughout Southwest Florida with the first year focusing on Collier County. The second year will focus on expanding the Food Policy Council to an additional county in Southwest Florida. This professional position requires knowledge of community food systems, food policy, stakeholder engagement, project management, and County operations.

The primary purpose of this position is to coordinate community food policy research, provide outreach, educational programs and public events to foster development of a sustainable Food Policy Council. The Food Policy Coordinator will identify and work closely with stakeholders to build partnerships, inform programming opportunities and strengthen the food policy network. The position will focus on increasing equitable access to healthy and affordable food for all residents in addition to working as a liaison between stakeholders in the community.

Work requires the exercise of initiative, independent judgment, and discretion in various administrative duties. This position requires active learning, problem solving, great communication/facilitation skills, initiative to ensure multiple assignments are completed in a timely manner, and the ability to build authentic relationships including with racially, ethnically, and socio-economically diverse and rural communities. The ideal candidate will bring passion for local food policy, agricultural economic development and will have experience with project/program management; stakeholder partnership development; local policy and planning processes; developing and tracking indicators/metrics for evaluation; and working directly with people from diverse racial, ethnic, socioeconomic, and geographic backgrounds.

Essential Duties:

- Coordinate food policy programs and events. This includes planning, developing, coordinating, administering and evaluating food policy educational programs.
- Research solutions and/or identify stakeholders that can advise on solutions for the Food Policy Council on issues related to inequities within the food system
- Research and determine a sustainable structure for a Food Policy Council and work to implement a Food Policy Council in Collier County in year one and an additional county in year two.
- Engage residents, and public, private, school and non-profit stakeholders
- Make all reasonable efforts to reach diverse audiences and ensure access to programs
- Maintain websites and social media to keep members and community informed of activities

- Attend community meetings, maintain records and prepare reports to the Food Policy Council stakeholders
- Collaborate with local government and public agency staff to raise awareness of food policy initiatives
- Create/maintain a comprehensive Food Policy Council and host an annual summit with support from Council
- Provide professional staff support to the Food Policy Council and sub-committees including working with chair(s) on agendas, meeting notices, minutes and other needed activities
- Assist in the recruitment of Food Policy Council members
- Research and advocate for integrated solutions through planning and policy development
- Collaborate with stakeholders to create goals, objectives, and metrics for local food system initiatives
- Create and/or contribute to county wide asset mapping to identify strengths and weakness

Qualifications:

- Experience with food and agricultural policy, health policy, and/or local and regional planning or related disciplines.
- Ability to work independently and collaboratively, to quickly synthesize information and identify needs and resources and the build effective coalitions
- Strong skills in facilitation, verbal and written communications, research and grant writing
- Excellent project management and organizational abilities
- High School diploma, or GED diploma, supplemented by related college level courses in Planning, GIS, community development, health policy, agricultural policy or a combination of education, training and experience that provide the knowledge, skills and abilities.
- Proficiency with Microsoft Office programs and virtual platforms.
- A valid Florida Driver's License is required.

How to apply

Review of applications begins on September 15, 2020. Interested candidates are advised to apply by this date to receive full consideration, although the position will stay open until filled. Send your application consisting of three items: a cover letter, resume, and contact information for three professional references (indicate relationship to you) to Margaret Wuerstle at mwuerstle@swfrpc.org . In your cover letter please address how your experience and background meet the requirements of the position. Please combine these as a single PDF file and submit via email with subject line "Food Policy Coordinator". Electronic submissions only; incomplete applications will not be considered.