



Policy and Equity Initiatives Coordinator
Position Hiring Immediately
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Apply at jobs@mocofoodcouncil.org
www.mocofoodcouncil.org

About: Montgomery County Food Council (MCFC) is the primary convener of businesses, nonprofits, government agencies, and residents around food system issues in Montgomery County, connecting 2,000+ partners in education, advocacy, and collaboration building initiatives. Our work cultivates a more resilient, sustainable, and equitable local food system by enhancing food access for the 100,000+ residents at risk for hunger, expanding food education for residents, supporting County farms and food/beverage businesses, and addressing the environmental impact of local food production, distribution, consumption and recycling.

Position Overview: We seek a self-motivated, skilled, and goal-oriented professional dedicated to coordinating the MCFC's racial equity, policy, and advocacy initiatives. This is a full-time, salaried position with some required evening and weekend meetings. We intend to fill this position as soon as possible, ideally with a start date by or before October 2022.

The MCFC staff is a small team that collaborates closely with 25 volunteer Council Members and 400+ active working group partners. MCFC strives to cultivate a collaborative, supportive, and transparent work environment where all employees have opportunities to develop and apply new skills, independently shape and implement initiatives, and build partnerships with broad and diverse community stakeholder groups.

Responsibilities include, but are not limited to, the following areas:

- In partnership with MCFC leadership, coordinate racial equity initiatives, including:
 - Serve as staff liaison to the Racial Equity Committee, including work plan development, partner engagement, and general meeting planning / facilitation
 - Administration and operations support
 - Cultivating relationships across diverse communities
- Support MCFC leadership in coordinating policy and advocacy activities including the following:
 - Research and provide analysis on proposed legislation
 - Draft letters of support, written and oral testimony, and other advocacy materials representing MCFC to local, state and federal legislative bodies and agencies
 - Track policy actions, including participation in sign on letters and submission of original testimony
 - Develop Policy Committee work plan, engage partners, and plan/ facilitate convenings
- Coordinate Food Security Community Advisory Board (FSCAB) initiatives, including:

- Plan meetings and educational and training events for FSCAB members
- Provide one-on-one support for Community Advisory Board member advocacy plan implementation
- Manage data tracking and reporting
- Engage community stakeholders, including by building relationships with volunteers, local community partners and residents
- Assist with generating marketing, development, and communications content to support assigned program areas
- Administrative and programmatic support as needed

Requirements:

- Demonstrated interest in racial and social justice, policy, advocacy, and food systems
- Bachelor’s Degree or equivalent
- At least 2 years of relevant professional experience
- Excellent verbal and written communication skills
- Excellent organizational skills and attention to detail
- Excellent time management skills with a proven ability to meet deadlines and multitask
- Strong analytical and problem-solving skills
- Cultural humility and ability to work effectively with a diverse community of stakeholders
- Proficiency in Microsoft Office Suite and Google Workspace

Preferred:

- Comfort and experience engaging with grassroots organizations and community members, elected officials and subject matter experts
- Experience with communications tools such as MailChimp and Canva and social media platforms (including Facebook, Twitter, Instagram, and LinkedIn)
- Bilingual abilities
- Comfort with public speaking and presenting

Salary and Benefits: The successful candidate will be expected to provide their own computer with Internet and printer, mobile telephone for communication, and reliable transportation. Mileage and/or transportation costs for meetings and events incurred are eligible for reimbursement. Access to an automobile is recommended but not required. Benefits include generous paid time off, matching SIMPLE IRA, reimbursement of eligible healthcare expenses through an employer-funded Healthcare Reimbursement Account, a technology stipend, and paid medical leave. Salary will be based on experience. The starting salary range for a Coordinator-level position is \$47,000-\$54,000 annually.

Application Process: To apply, please email a cover letter and resume to jobs@mocofoodcouncil.org with the subject line “Policy and Equity Initiatives Coordinator.” Cover letters should include a summary of the candidate’s relevant experience and personal and professional connections with our local community. **The first review of applications will take place on August 19th** but submissions will be accepted and reviewed on a rolling basis until the position is filled. No phone calls please.

The Food Council is committed to building equity in a food system that has, since its very beginning, established and reinforced structural racism and social injustice. We strive to create and strengthen pathways for those who have been marginalized by our food system to direct the policies and programs that will build a more equitable system. The MCFC prioritizes the expertise and leadership of people of color in facilitating systems change and building a team that reflects the diverse population of Montgomery County's communities. We actively encourage and seek applications from Black, Indigenous, and people of color and members of the gay, lesbian, bisexual, and transgender community. We also encourage applications from people with these identities or who are members of other marginalized communities. The MCFC is an equal opportunity, affirmative action employer, and is firmly committed to a policy against discrimination based on age, sex, race, religious creed, sexual orientation, gender identity, disability or ethnic or national origin.

Learn more about the Montgomery County Food Council at: www.mocofoodcouncil.org.