



Program Assistant
Position Hiring Immediately
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Posted June 19, 2020

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www.mocofoodcouncil.org

The Montgomery County Food Council (MCFC) improves the health and well-being of County residents, the environment, and the economy by serving as the central connector for nonprofit, government, business, and community partners to collaboratively build a robust, equitable, and sustainable food system. MCFC creates community education tools, processes to collect food system data, and collaborative stakeholder networks to increase knowledge about hunger, environmental sustainability, supporting local businesses, and food education in Montgomery County.

MCFC is currently seeking a self-motivated, skilled, and goal-oriented Program Assistant who is dedicated to enhancing our local food system. This is a full-time, temporary, work-at-home contract position starting immediately and ideally working through June 2021. The position requires up to 40 hours per week (hourly rate is \$20/hour), with some required evening and weekend meetings, but hours and schedules are potentially flexible. This position will be an exclusively remote position until September 8, 2020, at which point in-person engagement will likely resume.

Position Description: The Program Assistant will provide staffing support to MCFC's Food Education, Food Security, and other programs, and support the Food Council's day-to-day operations.

Liaison to Food Education Working Group

- Collaborate regularly with the Food Education Working Group co-chairs to develop annual objectives and initiatives, create monthly meeting agendas, brainstorm and secure guest speakers, and facilitate off-site meetings/tours.
- Provide administrative support to the Food Education Working Group, including zoom/in-person meeting location reservations and scheduling, minutes taking, listserv management, information and resource sharing, and volunteer engagement.
- Lead/support other Working Group initiatives, such as developing resource and website content, event planning, and facilitating connections among food education stakeholders.

Support of Food Security Initiatives

- Provide administrative and coordination support to the Food Council's food security initiatives, including our COVID-19 emergency response.

Day-to-day Operational Support

- Provide administrative and coordination support to the Working Groups and the Food Council staff, Members, and Board as needed.
- Contribute at Food Council meetings, support the achievement of staff and organizational goals, and interact with the Food Council on projects.
- Attend, take and distribute minutes for Internal Food Council meetings.

The ideal candidate will have the following skills/attributes:

- **Required:**
 - Associate's or Bachelor's Degree, with relevant experience
 - Self-motivated, able to work independently, and organized
 - High level of accuracy and attention to detail
 - Strong professional communication and writing skills
 - Program and/or event coordination experience
- **Strongly preferred:**
 - Community engagement experience in Montgomery County and knowledge of food system issues
 - Multilingual skills
 - Proficiency in Microsoft Office Suite and Google Drive

The successful candidate will be expected to provide their own computer with Internet and printer, mobile telephone for communication, and transportation. Mileage and/or transportation costs for meetings and events incurred are eligible for reimbursement. Access to an automobile is recommended but not required.

To apply, please email a cover letter and resume to jobs@mocofoodcouncil.org by July 5th with the subject line "Program Assistant Application." Cover letters should include a summary of the candidate's community engagement experience in Montgomery County and experience engaging in food systems issues. No phone calls please.

The Food Council strives to have a team that reflects the diverse population of Montgomery County's communities and encourages and seeks applications from people of color and members of the gay, lesbian, bisexual, and transgender community. The Food Council 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, disability or ethnic or national origin.

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