



**Policy and Advocacy Manager**  
**Position Hiring Immediately**  
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**Posted December 22, 2020**

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[www.mocofoodcouncil.org](http://www.mocofoodcouncil.org)

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. MCFC currently leads community coordination and connection efforts to feed the County's food insecure residents during COVID-19. 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 our County.

Montgomery County's percentage of residents eligible but not yet participating in the Supplemental Nutrition Assistance Program (SNAP) is estimated to be 64% - the highest in the state. Expanding County residents' use of Federal benefits at retail locations such as grocery stores and farmers markets increases the investment of Federal funds in our local economy while increasing access to nutritious food. MCFC initiatives expand outreach and enrollment for nutrition assistance programs (such as SNAP, Special Supplemental Nutrition Program for Women, Infants, and Children (WIC), and Free and Reduced Meals Program (FARMS)) through three key strategies: engage residents directly in benefits screening and enrollment and recertification support; build the capacity of other community organizations providing benefits support; and advocacy leadership at the local, State, and Federal level.

Position Overview

We seek a self-motivated, skilled, and goal-oriented Policy and Advocacy Manager dedicated to coordinating the MCFC's policy, community leadership and engagement, and racial equity initiatives. This is a full-time, salaried position that requires a commitment of 40 hours per week with some required evening and weekend meetings. The Policy and Advocacy Manager will report to the MCFC Executive Director. We intend to fill this position as soon as possible, ideally with a start date in mid-to-late February 2021. This position is anticipated to be an exclusively remote position until June 30, 2021, at which point in-person engagement will likely resume.

The MCFC staff is a small team of 8 that collaborates closely with 25 volunteer Council Members and 200+ active working group partners. The 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:

- Community Outreach and Engagement:
  - Develop outreach and training materials and conduct extensive outreach to increase engagement in food security efforts with a wide variety of community partners.
  - Coordinate training and Member Advocacy Plan Implementation for the Food Security Community Advisory Board (FSCAB) in partnership with the Food Security Programs Manager. The FSCAB provides resources and training opportunities to County residents who have experienced food insecurity, to support their leadership as resource navigators and advocates in their communities. These diverse community voices are essential to understanding both the effectiveness of local food security programs and the gaps that still need to be addressed as MCFC, County government, and other community partners implement the county's five-year Food Security Plan.
  - Attend and present at community meetings, conferences, webinars and other gatherings on food system policy issues in Montgomery County.
- Advocacy Leadership:
  - Serve as Staff Liaison to the Policy Committee. Develop written and oral testimony, monitor and respond to Policy Action Requests via the MCFC website, and track policy actions, including participation in sign on letters and submission of original testimony. Provide support to Policy subcommittees, including the Licensing Subcommittee.
  - Develop and maintain relationships with elected officials and their staff at the municipal, County, State, and Federal level. Represent the MCFC at hearings, policy convenings, and in other advocacy related events and initiatives. Coordinate engagement of staff, Council, and FSCAB Members with policymakers, including the annual Legislative Breakfast.
  - Lead coordination of [MCFC 2021 Policy Priorities](#) implementation efforts
  - Build information-sharing networks to increase awareness of food systems policy issues at the Federal, State, and County levels.
- Organizational Leadership
  - Serve as Staff Liaison to Racial Equity Strategic Planning Process. Provide administrative and facilitation support to the Racial Equity Committee. Coordinate consultant support and co-lead strategy, goal setting, and stakeholder engagement for the planning initiative.
  - Supervise and coordinate the workplan of a MCFC AmeriCorps VISTA.
- Benefits Outreach and Enrollment Leadership
  - Manage and coordinate the Food Council's SNAP Outreach program, including the recruitment of volunteers, planning of trainings and creation of materials, volunteer scheduling and attendance at outreach sessions.

- o Coordinate the monthly convening of the SNAP Outreach Workgroup, connecting government agencies and nonprofit organizations currently conducting SNAP outreach and enrollment in Montgomery County, a forum to share best practices and identify common operational challenges on topics including managing volunteers, submitting recertification documentation, and creating culturally competent communication tools.
- o Create information sharing mechanisms and resources on policy issues and opportunities at all levels of government that will directly impact enrollment in SNAP and other benefits.
- o Maintain and update the comprehensive food and basic needs assistance referral toolkit called the “Screen & Intervene” Toolkit.
- o Build relationships with restaurants and retailers in communities with lower food access to support the implementation of the Restaurant Meals Program/Online SNAP program in Maryland to increase awareness among businesses regarding the opportunity to accept SNAP benefits and grow the number of retailers participating in this online program.
- o Explore opportunities to identify and implement healthy corner stores in areas with limited food access and/or high rates of food insecurity to increase the number of sites where benefits are accepted.

**Requirements:**

- Bachelor’s Degree or equivalent
- 3-5 years of experience in food system program coordination
- Bilingual abilities preferred
- Excellent verbal and written communication skills
- Comfort with public speaking and presenting
- 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
- Strong supervisory and leadership skills, with the ability to prioritize tasks and delegate them where appropriate
- Cultural competency and ability to work effectively with a diverse community of stakeholders
- Proficiency in Microsoft Office Suite and Google Drive a plus
- Deep understanding of food system policy on the Federal, State and County level.

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. The salary range for this position is \$60,000-\$65,000 annually.

**Application Process:**

To apply, please email a cover letter and resume to [jobs@mocofoodcouncil.org](mailto:jobs@mocofoodcouncil.org) by January 18th with the subject line "Policy and Advocacy Manager 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 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, disability or ethnic or national origin.

Learn more about the Montgomery County Food Council at: [www.mocofoodcouncil.org](http://www.mocofoodcouncil.org).