



Equity and Community Engagement 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, passionate, dedicated and goal-oriented professional dedicated to coordinating the MCFC's racial equity and community engagement initiatives. This is a full-time, salaried position with frequent evening and weekend and in-person events. We intend to fill this position as soon as possible, ideally with a start date by or before February 2023.

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
- 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
 - Recruit residents with lived experience with food insecurity to be FSCAB members
 - Manage data tracking and reporting
- Coordinate the Food Council's community engagement initiatives, including:
 - Engage community stakeholders, including by building relationships with volunteers, local community partners and residents

- Lead MCFC educational programs by planning and organizing educational events, training sessions, and special events.
- Represent the Food Council at community events and in coalitions and committees as needed.
- Coordinate Council Member engagements including Internal Meetings, New Member Orientation, and Annual Retreat, including zoom/in-person meeting location reservations and scheduling, agenda creation and coordination, and information and resource sharing.
- Collect and record data on community and partner outreach and engagement.
- Assist with generating marketing, development, and communications content to support assigned program areas
- Administrative and programmatic support as needed, including management of the Food Council's phone line and email accounts.

Requirements:

- Demonstrated interest in racial and social justice, policy, advocacy, community engagement 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
- Proven ability to work in a remote work environment, including responsiveness to colleagues and external partners, consistent communication of progress on assigned projects, and the ability to take initiative and move work forward independently
- 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 “Equity and Community Engagement 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 January 3, 2023** 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.