

- FARM TO INSTITUTION POSITION ANNOUNCEMENT -

Center for Food & Justice
Urban & Environmental Policy Institute
Occidental College

PROJECT COORDINATOR, FARM TO INSTITUTION PROGRAM

About the Organization

The Urban & Environmental Policy Institute (UEPI) is a community oriented research and advocacy organization based at Occidental College in Los Angeles, CA. UEPI serves as the umbrella for a variety of affiliated programs addressing work and industry, food and nutrition, housing, transportation, regional and community development, land use, and urban environmental issues. UEPI functions both as an academic center with strong community ties and a community-based organization with a strong research and policy development capacity.

UEPI includes a number of innovative food projects including the Center for Food & Justice, which have the broad mission of fostering a more just, democratic and sustainable food system. These food projects seek to improve access to fresh and healthy foods in all communities, particularly those where access is most limited, and to facilitate environmental, health promotion, community development, social justice, and land use strategies that empower local communities and strengthen the capacity of small regional farmers.

Position Description

UEPI is seeking a candidate for the position of Farm to Institution Project Coordinator to advance the work of UEPI and the Center for Food & Justice's farm to institution programs. The Project Coordinator's primary responsibilities will include the development and implementation of two key farm to institution initiatives: the San Diego Growers' Project, and the Farm Direct Project, which includes in-school and on-farm education and programming. In addition, the Project Coordinator will support the Project Director in implementing three other local food distribution and access initiatives: the Local School Food Line, the Farmers' Market Hub Network, and a Farm to WIC-related project. These five strategic initiatives (Farm Direct Project; San Diego Growers' Collaborative; Local School Food Line; Farmers' Market Hub Project; Farm to WIC) constitute UEPI's Food Access and Distribution Project: 5 Strategies for Southern California, which emphasize the development of the farm side of the Farm to Institution program. The thrust of all five initiatives is to develop a greater variety of consistent, verifiable and robust models of procuring and distributing locally grown foods to schools, institutions and communities of need. The Project Coordinator will also collaborate on other UEPI projects, including farm to school and farm to institution, that further the social justice mission of UEPI.

Job Responsibilities:

- Oversee the implementation of two farm to institution initiatives:
 - The San Diego Growers' Project
 - Farm to School Direct Distribution Project
- Assist in the implementation of at least three additional farm to institution initiatives:
 - Local School Food line
 - Farmers' Market Hub Network
 - Farm to WIC
- Coordinate relationship with multi project stakeholders

- Conduct outreach and education about projects with multiple stakeholders
- Assist in farm to school programming related to distribution programs
- Assist with grant writing and fundraising

Qualifications:

Bachelor's degree or equivalent work experience in community food systems, farming and/or farmers' markets, food distribution systems, institutional purchasing or food service.

- Excellent written and oral communication skills
- Program coordination experience
- Ability to make presentations to and engage diverse groups of people, including farmers, food service professionals and food industry professionals
- Detail-oriented and well organized
- Self motivated, hard working, and dependable
- Strong computer competencies including Microsoft Word and Excel
- Must have own transportation, and be willing /able to work some evenings and weekends, and travel to conferences around the state and country as needed.

Preferred but not required:

- Advanced degree or equivalent experience in Community Food Systems, Public Health, Nutrition, Urban Planning, Social Welfare, Environmental Policy, or related field
- Some experience with farmers, farmers' markets and/or community/school garden organizing
- Experience working with schools, food service professionals, and/or private industry
- Other computer skills such as desktop publishing and web management
- Familiarity with grant writing
- Proficiency in a second or third language

Starting annual salary ranges from \$32-35,000 based on qualifications, with benefits including health, dental, and vision plan; paid vacation; and retirement benefits. This is a three-year full-time position with possible extension based on funding availability.

How to Apply

Please e-mail resume and cover letter to resumes@oxy.edu

Deadline for applications is June 26, 2009

If you do not have access to e-mail, please fax or mail your resume and cover letter to:

Human Resources
Occidental College
1600 Campus Road
Los Angeles, CA 90041

Fax: (323) 341-4957

For more information about UEPI and the farm to institution initiatives, visit www.uepi.oxy.edu.

Occidental College is an equal opportunities employer.

