Position Announcement (2/15/20)

**Title:** Community Food System Plan Coordinator/Subject Educator II

This individual is responsible for assisting with the development of a countywide Food System Plan. This person works under the direction of the Ag Issue Leader and with support of the Tompkins County Food Policy Council (FPC) and a Food System Plan Steering Committee (FPSC). Duties will include gathering and summarizing pertinent food system data and past studies, interviewing key informants engaged in various aspects of the food system and writing summaries, coordinating meetings of the FPC/FPSC, assisting with community forums and targeted outreach ensuring all voices are heard, compiling summary reports, and significant writing of the final food system plan document. Additional duties include promotion and outreach once the plan draft is completed to get feedback and share results. This individual must have excellent skills in synthesizing and compiling information according to a prescribed work plan and timeline.

**Qualifications:**
Bachelor’s Degree in planning, marketing & communications, ag & food systems, nutrition, etc. Master’s degree preferred. Demonstrated experience working with groups to lead community engaged processes, conducting interviews, doing research, synthesizing information, and report writing, communicating results using a variety of strategies –written, talks, social media. Experience working with diverse audiences from community groups to local government agencies and elected officials.

**Minimum Salary:** $25/hour

**Hours/Benefits:** Position is part-time (20 hours/week) and includes full benefit package including health and dental insurance, retirement, life insurance and more.

**Inquiries:** Questions in advance of application should be directed to Graham Savio, Agriculture Issue Leader, 607-272-2292 or email gs695@cornell.edu.

**Application:** Individuals interested in this position should apply on-line. A link to the full position description and application process is available at: ccetompkins.org/jobs. The posting will remain open until we have a suitable pool of candidates.

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**Individuals who bring a diverse perspective and are supportive of diversity are strongly encouraged to apply.**

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