



PROJECT COORDINATOR – UEPI Food Programs

Urban & Environmental Policy Institute (UEPI)

POSITION SUMMARY

About the Organization

The Urban & Environmental Policy Institute (UEPI) is an advocacy and research institute at Occidental College that promotes programs and policies aimed at fostering equity and social and environmental justice. Our mission is to advance community-driven approaches to building healthy and thriving communities for all.

Position Description

The Project Coordinator will provide project support to Project Director(s). This will involve organizing activities across different food projects at UEPI to help meet project objectives and deliverables. The Project Coordinator will work closely with Program Directors and other staff on projects that aim to enhance community input and involvement in food and health initiatives, including nutrition education activities, parent engagement around health at schools, school garden and cafeteria programs, and modeling new strategies for building thriving, community-oriented farmers markets. This is a one-year, entry-level position that will provide hands-on experience in the food and education landscape in Los Angeles. The Project Coordinator will work under the supervision of the Community Food Research and Education Program Manager and the UEPI Executive Director.

SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS

- Coordinate logistics for community engagement, education, and research activities, including scheduling meetings, planning events, and outreaching to participants.
- Liaise with organizational partners and community groups, both maintaining existing relationships and outreaching to new contacts.
- Track project progress by maintaining records of outcome indicators according to different guidelines.
- Facilitate meetings, workshops, and other project activities in cooperation with Program Directors and other staff
- Work in collaboration with UEPI staff to achieve overall UEPI priorities and strategic direction.
- Perform other necessary tasks which contribute to project success and overall UEPI mission and activities.

QUALIFICATIONS

- Bachelor's Degree or equivalent work experience.
- Demonstrated experience in and commitment to social justice.
- Excellent written and verbal communication skills, including the ability to describe complex projects succinctly and clearly for a wide ranges of audiences.
- Experience working in non-profit environment and on grant-funded initiatives preferred.
- Experience in meeting facilitation, community organizing, and similar activities.
- Valid Class C driver's license and the ability to travel for work.
- Must be highly organized, detail-oriented, self-motivated, and a team player with a positive attitude.

- Proficiency with MS Suite (Word, Excel, Access, PowerPoint, etc.) software required.
- Bi-lingual/literate in Spanish highly preferred

APPLICATION INSTRUCTIONS

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to **resumes@oxy.edu**.