



**LOS ANGELES
FOOD POLICY
COUNCIL**

**JOB ANNOUNCEMENT:
POLICY ASSOCIATE
LOS ANGELES FOOD POLICY COUNCIL**

ORGANIZATIONAL SUMMARY

The Los Angeles Food Policy Council (LAFPC) is a collective impact initiative working to ensure food is healthy, affordable, fair and sustainable for all. Through policy creation, cooperative relationships and innovative projects, our goals are to close the gap in access to healthy food and food assistance programs, cultivate a fair local food economy, protect environmental resources and foster a diverse regional movement for Good Food.

To help achieve these goals, we are seeking an experienced, motivated individual to join our team as **POLICY ASSOCIATE**.

POSITION DESCRIPTION

The Policy Associate will conduct policy research, analysis and outreach in support of the LAFPC Working Groups and Network to advance policy, environmental and systems change in alignment with the mission of the LA Food Policy Council. The Policy Associate will develop research and advance policy recommendations through a collaborative process with LAFPC Working Group and other partners on policy issues related to **urban agriculture, farmer's markets and street food vending**. Depending on interest and experience, the Policy Associate may work on other food policy issues. The Policy Associate will be joining a small, dynamic and diverse team of 7-9 people in an innovative work environment located in Downtown Los Angeles.

ESSENTIAL FUNCTIONS

Policy Research + Analysis (40%)

- Identify, support, and craft policy recommendations in partnership with LAFPC Working Groups, Leadership Board, Network participants and other key partners
- Develop, review, and produce policy reports, issue briefs, comment letters, and other long and short-form analysis to inform policy makers, key stakeholders and the public, and advance policy development. Content will be produced on short and long-term timelines as needed.
- Track and analyze relevant policy at the City, County, State, and Federal level; provide updates to staff at monthly staff meetings; and generate “just in time” analysis in response to emerging relevant food policy areas.
- Regularly seek out best practices in food policy, planning, public health, economic development, environmental and related fields. This includes, regular review of academic and popular publications and news; informational interviews with relevant experts, as needed; presenting at conferences and working with LAFPC staff and Working Group leaders to integrate best practices and relevant trends into LAFPC policy initiatives.

Working Group Collaboration + Capacity Building (50%)

- Provide facilitation and content/analysis support for LAFPC Working Groups to support current policy campaigns
- Facilitate dynamic and productive collaborations through LAFPC Network + Working Group spaces and other coalitions to advance policy and environmental change and build leadership capacity for food system change
- Participate in Los Angeles Street Vendor Coalition and provide strategic and technical assistance to policy development and implementation, with a focus on healthy food and public health requirements
- Represent the work of LAFPC with local decision-makers, elected officials and city staff to advance strategic policy priorities
- Work with the Communications Associate to disseminate strategic and relevant information to wide range of audiences

Other Responsibilities (10%)

- Collaborate on resource development activities, such as identifying and applying for grants, tracking and monitoring grant deliverables, and writing grant reports.

MINIMUM REQUIREMENTS/QUALIFICATIONS

Relevant skills and experience include critical and strategic thinking, research, multi-disciplinary writing, facilitation, coalition building and project management. A strong candidate will have strong familiarity and experience working on food systems and public policy; is entrepreneurial, creative and collaborative; an effective facilitator, communicator and writer; and possesses a demonstrated commitment to social and racial equity.

Required Skills and Experience:

- A Master's degree in a relevant field, such as urban planning, community economic development, public policy, public health, public or business administration OR a Bachelor's degree and at least five years relevant work experience
- Experience conducting research and writing reports and position papers for diverse audiences
- Experience managing multiple tasks and working with deadlines
- Experience facilitating effective and diverse collaborations and building productive partnerships
- Excellent verbal and written communication skills
- Motivated and strategic: Problem-solving, inter-disciplinary and critical thinking skills
- Organized and detail-oriented
- Working knowledge of Microsoft Office software and Internet browsers

Desired Skills and Experience

- Familiarity with the specific policy areas for this position: farmers markets, street food vending and urban agriculture
- Experience working in political or public policy environments
- Experience working in culturally diverse setting and with low-income communities
- Written and verbal proficiency in Spanish

OTHER REQUIREMENTS

- If a private vehicle is utilized for company purposes validation of a California Driver's License and proof of personal minimum liability insurance coverage per the requirements of the state of California
- Special Requirements – When necessary, working evenings or weekends and occasional overnight travel required

SUPERVISION

The Policy Associate reports directly to the Policy Director, and will also work with the Executive Director.

SALARY AND BENEFITS

The Policy Associate position is a full-time, non-exempt position with a starting annual salary of \$53,000. The Los Angeles Food Policy Council, a fiscally-sponsored project of Community Partners, offers health, dental, and vision insurance, retirement plan, generous vacation and sick leave.

EXPECTED START DATE: Between October 15th-November 15th, 2017

HOW TO APPLY

Applications should be submitted to jobs@goodfoodla.org with the subject line [Policy Associate – NAME]. Please include: (1) a cover letter that includes relevant experience, (2) 2-3 professional references; (3) a resume; and (4) a writing sample limited to 5 pages in length, ideally a policy position paper.

You will receive an initial response within 2 weeks of submission of your application. No calls or emails please.

FOR MORE INFORMATION

Los Angeles Food Policy Council: www.goodfoodla.org

Los Angeles Food Policy Council (a project of Community Partners) is an equal opportunity employer and encourages people of color, women, and LGBTQ persons to apply. Individuals with fluency in Spanish are highly encouraged to apply.