



Food System Administrator

The Food System Administrator for New Haven helps to provide support services for the New Haven food system community and the New Haven Food Policy Council. Hours: 30 hours a week \$15 per hour.

Food system areas include: food service providers, food suppliers, food distributors, institutions (hospitals, schools, senior centers), food waste, food safety, nutrition, education, advocacy, equity, policy, food worker rights, urban farms, gardens, sustainability.

Responsibilities include

- 1) coordination of food system items through social media, marketing, web site updates, constant contact, email updates including: events, research, grants, processes, policies, updates, advocacy
- 2) managing the New Haven Food Connection web site www.nhfoodconnection.org
- 3) administrative support for groups working on the Comprehensive Food Action Plan
- 4) develop and disseminate communications and presentation materials
- 5) respond to email requests for information
- 6) draft written correspondence, including letters of support, as required.
- 7) information sharing between the city departments and food sectors
- 8) attend meetings as needed in order to gather information for sharing with the food community at large
- 9) administrative support for the NHFPC mission
- 10) manage weekly/monthly operations of the Food Policy Council and its working groups, including internal and external communications, meeting planning, website and email communications
- 11) assist with Annual Report development

Experience Required:

- 1) Strong management and administrative skills needed.
- 2) Microsoft Office, especially Excel
- 3) Familiarity with social media sites
- 4) Web site experience or Photoshop experience
- 5) Exceptional written and oral communications
- 6) Ability to establish and maintain effective working relationships with government officials, legislators aid, and representatives of public and private organizations.

Experience Preferred:

- 1) Community organizing, community development, policy, fundraising, program management, procedure development, experience building and sustaining relationships and coalitions.
- 2) Experience working in the areas of food access, food insecurity, health, human services

General

- 1) Some early morning, weekend and evening meetings are required. Extra hours are expected in preparation and execution of events
- 2) This position works directly with the Food System Policy Director for the City of New Haven, the chair of the New Haven Food Policy Council and the Executive Director of CitySeed.

Send resume with a cover letter to info@nhfoodconnection.com