

PROGRAM ASSOCIATE

FOOD, CLIMATE, & ENVIRONMENT

JOB DESCRIPTION



The Rhode Island Food Policy Council seeks a full-time **Program Associate** for the Food Climate and Environment (FCE) Program. The ideal candidate for this position is outgoing, a good listener, and has the ability to connect with many different types of people (e.g., municipal leaders, composters, farmers, community leaders from many socio-economic and ethnic backgrounds, state agency staff, nonprofit leaders). We seek a person who has professional experience in outreach, education, and planning. Experience with planning conferences is a plus. We seek a team player who is focused and highly organized. Experience coordinating and facilitating complex projects and a passion for building equitable, sustainable food systems are preferred.

This is a 37.5 hour per week position (full-time). The position is based in Rhode Island with a home office location expected. The **Program Associate** is expected to attend regular in-person events and meetings across the state. The **Program Associate** reports directly to the Program Director for Food, Climate, & Environment and works closely with other staff and Council members.

Responsibilities

- Build relationships with municipal leaders to advance city and town composting and food waste diversion programs
- Coordinate and lead educational presentations with municipal leaders, environmental commissions, libraries, schools, etc.
- Support coordination of the *RI Compost Conference*, including coordinating a planning committee and assisting with all aspects of planning the conference (e.g. keynote speakers, workshop nomination and selection, sponsorship program, event day logistics)
- Support the Food, Climate, & Environment Work Group as requested
- Assist the Program Director and our partners on relevant grant applications and grant reporting requirements
- Collaborate with staff on program related communications, assisting as requested with content for website, e-newsletter, and social media channels
- Attend weekly virtual staff meetings, and monthly in-person meetings
- Contribute to presentations to the Board of Directors and external audiences

Requirements

- Two or more years of experience working in community outreach, education, and/or program coordination.
- Ability to establish rapport and trust with municipal leaders (e.g. City Council leaders, Town Administrator, Town Planners, Department of Public Works Directors, Recycling Coordinators) and other partners (e.g., community-based organizations, farmers,

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- Comfort and experience with presenting to groups
- Ability to absorb new information quickly and identify opportunities for creating positive, mutually beneficial change
- Ability to quickly identify, explore, and present opportunities to Program Director opportunities as they arise
- Excellent verbal and written communications skills
- Alignment with RIFPC's mission and values
- Experience using a lens of justice, equity, and inclusion in past work
- Computer literacy (e.g. Microsoft Office suite, Google Drive, Basecamp)
- Existing connections with RI community-based organizations preferred
- Bachelor's degree preferred

The Rhode Island Food Policy Council offers a flexible workplace with a collegial environment, the salary range for this position is \$45,000-\$50,000 plus benefits including retirement contributions, a health insurance reimbursement, and generous vacation and paid time off. Please send a cover letter and resume to info@rifoodcouncil.org with the subject line "**PROGRAM ASSOCIATE, FOOD CLIMATE, & ENVIRONMENT**"

Qualified candidates will be contacted by phone and email. Employment history and/or background check including 3 references and a writing sample are required of final candidates. The RI Food Policy Council is an Equal Opportunity Employer and values the benefits of a diverse organization.

About RIFPC

The Rhode Island Food Policy Council (RIFPC) is a statewide network established in 2011 with a mission to promote a more equitable, accessible, economically vibrant and environmentally sustainable food system. We cultivate partnerships, develop and implement high-impact projects and advocate for good food policy. We center equity in our work, which touches all parts of the food chain – production, harvesting, processing, distribution, consumption and waste management. We operate with a small, all-hands-on-deck, collaborative professional staff, over 125 engaged and diverse council members and hundreds of stakeholders from across the Ocean State. RIFPC is an independent 501c3. More information about RIFPC can be found at www.rifoodcouncil.org.