

FACILITATION & EDUCATION MANAGER

JOB DESCRIPTION



ABOUT RIFPC

The Rhode Island Food Policy Council (RIFPC) is an independent statewide network 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/access, and waste management. We operate with a collaborative professional staff, over 200 engaged and diverse council members, and hundreds more stakeholders from across the Ocean State. More information about RIFPC can be found at www.rifoodcouncil.org.

RIFPC seeks a full-time **Facilitation & Education Manager**. The primary objective of this position is to facilitate member engagement in education, capacity building, and advocacy activities. As the 'backbone network' for food systems work in the state of RI, member engagement and capacity to advocate are essential to the organization's ability to continue to achieve our strategic objectives. This staff member will be a key player in ensuring RIFPC is successful in moving the local food system toward justice and resilience, approaching the role as an opportunity for continuous growth and improvement, and will exhibit professionalism, commitment, curiosity, and care for colleagues and community. This position is full-time (37.5 hours, with some required evening and weekend commitments) and hybrid, with regular remote and in-person engagement throughout RI.

RESPONSIBILITIES

- Coordinate and facilitate 2-3 Work Groups composed of volunteer Council members seeking improvements in the state food policy environment
- Facilitate Work Group members in developing advocacy materials – such as one-page policy priority briefs and template testimony
- Support Work Group member outreach to potential coalition partners
- Support partners in convening & facilitating quarterly meetings of an alliance to develop policy, link local food producers and food security agencies, and support community-based agencies in ensuring food access in RI
- Support Associate Director for Network in convening local food security partners and health providers in development of statewide Produce Prescription initiative
- Support Associate Director for Network in developing and executing annual participatory process to update Council Commitment to Equity, Community Agreements, etc.
- Coordinate and facilitate public educational programming
- Collaborate with staff on program related communications – such as content for website, e-newsletter, and social media channels
- Assist with RIFPC events including the Policy Retreat, Annual Retreat, Farm Visit for Legislators, and Good Food Policy Day at the State House

- Attend weekly virtual staff meetings and monthly in-person staff meetings
- Assist with grant applications and grant reporting requirements as requested
- Contribute to presentations to the Board and external audiences as requested

REQUIREMENTS

- Two or more years of professional facilitation experience with proven ability to:
 - Facilitate equitable decision-making, inclusive dialogue and collaboration between diverse participants; skillfully balance process and results
 - Manage discussions and ensure that they do not deviate from primary objectives
 - Ask open-ended questions and clarify areas of confusion, doubt, or concern
 - Use actual and virtual whiteboards to capture ideas, create flow diagrams and connect multiple ideas to clarify a topic
 - Summarize and classify ideas into clear themes and categories
 - Guide the Work Groups to reach a common conclusion and decide on next steps
 - Consistently and efficiently follow-through with post-meeting actions
- Two or more years of educational program coordination, with experience in:
 - Planning multi-part virtual and in-person educational programs
 - Executing in-person and virtual events including scheduling, speaker recruitment, reminders, moderation, and pre/post event communication
 - Capacity-building curriculum provision for adults
- Excellent verbal and written communications skills
- Ability to establish rapport and trust with many different types of people
- Ability to absorb new information quickly and identify opportunities for positive change
- 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 and certification in facilitation preferred

The **Facilitation & Education Manager** reports directly to the Associate Director for Network. They are expected to attend regular in-person events and meetings in RI, be based in RI with a home office location, and work closely with staff, Council, and board members.

RIFPC offers a flexible workplace with a collegial environment, the salary range for this position is \$62,000-\$72,000 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: **Facilitation & Education Manager**. Applications received before December 5, 2025 will be given preference.

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. We encourage applications from individuals who believe they possess the key competencies and can demonstrate ability to execute the responsibilities, even if they do not have every listed qualification/skill.