

OSU Extension, Cuyahoga County



THE OHIO STATE
UNIVERSITY

Program Coordinator - Cuyahoga County Food Policy Coalition

Function Statement:

Provides project assistance to the Extension office in Cuyahoga County with regards to the day to day activities of the Cleveland-Cuyahoga County Food Policy Coalition (FPC). The FPC works collaboratively with nonprofit organizations, government agencies, policymakers, and citizens on initiatives and policies that strengthen the local food economy and increase access to healthy food in Cleveland and Cuyahoga County. This position will work collaboratively with other conveners, stakeholders and FPC's broad-based partnership collaborative.

Scope of Work:

Responsible for: working with members of the coalition, consultants, funders and partners to implement project plans; communicate with collaborating groups and individuals; setting up implementation plans, procedures and processes; maintaining financial records; purchasing and distribution of program materials; maintaining databases; visiting project sites and assisting collaborative groups.

Essential Duties:

50% Implement FPC project programming; communicate with project collaborators; visit project sites; plan project related meetings and keep notes and records related to these meetings. Current projects include Produce Perks expansion, Northeast Ohio Food Expo planning, Community Food Guide marketing and distribution, Produce Prescriptions; and others.

25% Collect project data including impact information; assist with the gathering of research data related to FPC projects. Summarize project data and submit articles for FPC newsletters, website, and social media connections

15% Perform a wide variety of administrative duties, including general record keeping, submitting information for required reports, documenting progress against anticipated outcomes, and creating print media. Regularly contribute project information for FPC website. Assist with input of project information into database; and perform other administrative duties as requested.

10% Represent OSU Extension and FPC by attending meetings and maintaining communication with program staff and community members.

Minimum Qualifications:

- Education: BS or equivalent experience preferred in local food systems, community development, or related field.
- Experience in conducting community outreach in an urban setting.
- Knowledge of the community's infrastructure and culture.
- Excellent organizational, communication, and writing skills.
- Ability to work collaboratively with diverse groups, agencies and/or individuals in different settings.
- Ability to multitask and balance multiple project priorities and timelines
- Experience in establishing and conducting educational presentations to small or large groups.
- Experience working with minimal supervision and ability to manage a schedule independently.
- Computer proficiency in word processing, web site updating and email

Length of Contract: June 2015–October 2015 (The Program Coordinator will not be an employee of OSU or OSU Extension and would be required to sign a contract with OSUE for this length of time.)

Letter of interest and resume should be submitted to Nicole Debose at debose.8@osu.edu by June 10, 2015